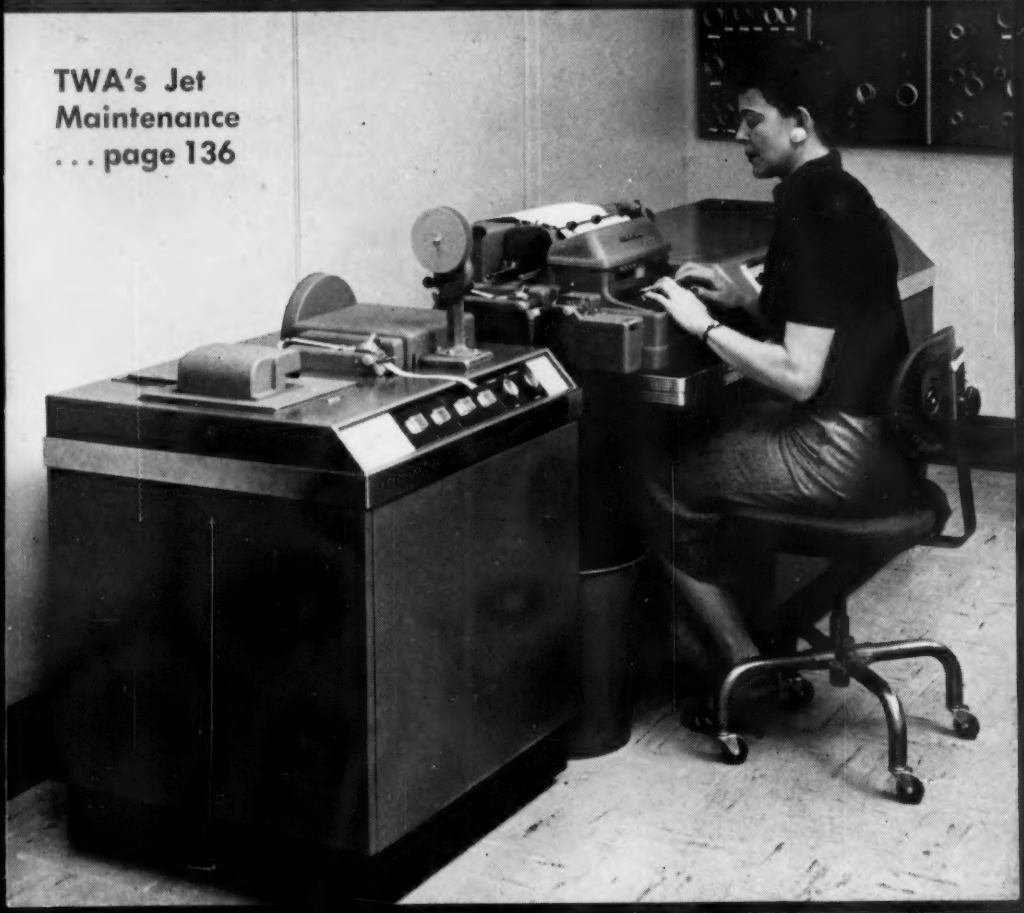
November 1960

The Office

Magazine of Management · Equipment · Methods



TWA's Jet Maintenance
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NOW! SAVE 60% ON YOUR TYPEWRITER COSTS!

Get the Smith-Corona Electra 12—the compact, full-featured office electric that gives you the advantages of electric typing...for just $179.50 plus tax!

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For More Information Circle No. 451

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1001 Jay Street, Rochester 3, N.Y.

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The Office
Magazine of Management · Equipment · Methods

NOVEMBER, 1960
VOL. 52, NO. 5

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For More Information Circle No. 316

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★

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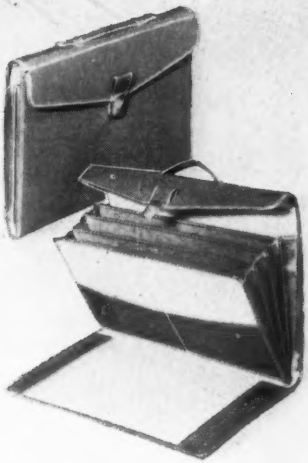

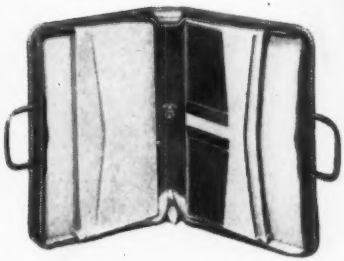

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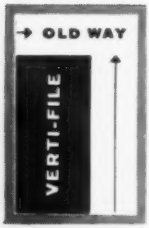

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*T.M.REG.U.S.PAT.OFF.

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Royal®
DELUXE DIVISION

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This index, prepared for your convenience, lists the products and services advertised in this issue. Refer to pages listed for information on each. Further details can be had by writing manufacturer direct, or by use of reader inquiry card. **All numbers below refer to PAGES. Reader inquiry card numbers are at the bottom of individual advertisements.**

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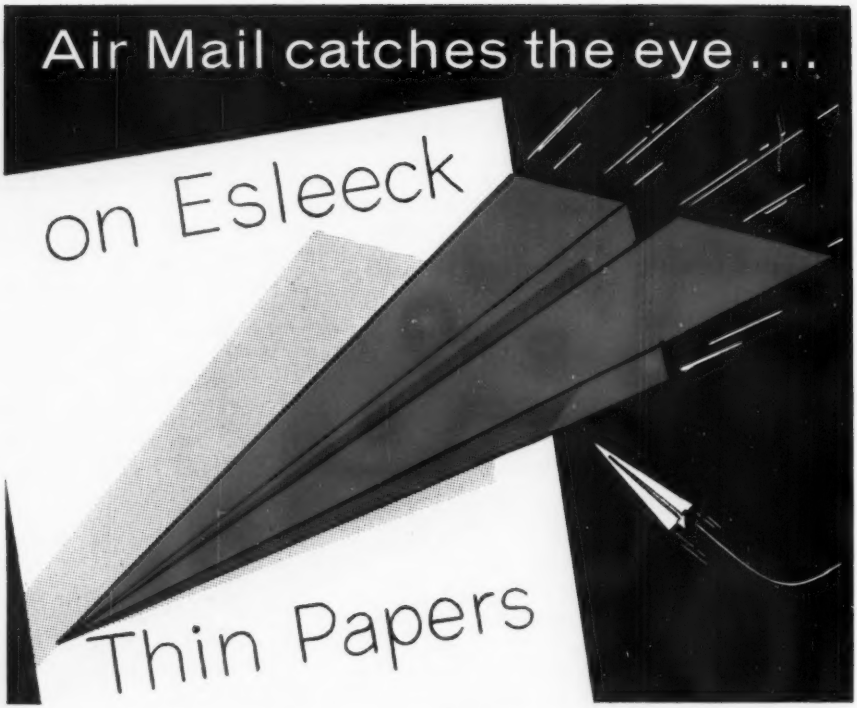

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For free samples write on your business letterhead to:

Esleeck MANUFACTURING COMPANY
TURNERS FALLS, MASSACHUSETTS

BETTER COTTON FIBER PAPERS

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NEW!

FARRINGTON DESK-TOP GATHERER MAKES 20 SETS PER MINUTE... PRICED LOW ENOUGH FOR EVERY OFFICE

If hand-gathering sets of printed sheets is one of your "bottlenecks," this low-cost Farrington Desk-Top Gatherer will do the work in a fraction of the usual time.

It efficiently gathers up to six 8½" x 11" sheets, and one girl can turn out 20 sets per minute. It's built for many years of service with these special Farrington features: vinyl plastic finish; rounded corners with no snags or burrs; removable trays for easy cleaning; gathering tray swings back to form dust cover; fits on desk top, takes up no floor space; plugs into any wall socket. Best of all, it's economically priced at just $149.50.

For more information about this and other Farrington Collators, just mail the coupon below.

FARRINGTON BUSINESS MACHINES CORPORATION
1210B Industrial Park, New Bedford, Mass.
Please send us more information about Farrington Collators.

Name _____

Company _____

Street _____

City _____ State _____

FARRINGTON®

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MAURICE F. RONAYNE, Management Analyst,
Olmsted Air Force Base, Harrisburg, Pa.

THE GREEKS once had a word for it: *know thyself!* This dictum was good enough for the citizen of ancient Athens supervising slaves hard at work on the Acropolis. It wore well down through the Middle Ages and past the Industrial Revolution. Proprietor, liege, squire, master craftsman, strawboss, chief clerk . . . all got by on the strength of this motto. Today it's different. Know thyself is only half the loaf. Modern supervisors must not only know themselves, they must know their people. Twentieth century leadership is a two-way thoroughfare.

Dad's boss kept him stepping with threats and sometimes strong language. That's old-fashioned now. Strong unions and enlightened management would never stand for it. Today's progressive supervisor not only mouths words like *empathy* and *rapport,* he knows what they mean. Most important, he can apply them. Simply put, these words mean both *know thyself* and *know thy employee,* in the context of modern work relations.

Key to a sound roadbed for our two-way street is the performance appraisal interview. It lends strength to the give and take of daily contact between employee and supervisor. No true leader waits for a certain time of the year to appraise his employee. It's a continuous job. Alert and sincere supervisors appraise the progress of their subordi-

and Thy Employee

nates throughout the year.

To wait for performance rating time to tell an employee he's done poor work is lazy supervision. A first-rate leader should be on his toes all the time to spot a job well-done so that he may pat the worker on the back. By the same token, he should point out an obvious snafu as soon as it takes place. No supervisor clobbers a guy or gives him a big build-up once a year, then ignores him the rest of the time. He rates throughout the year.

When the time does arrive for the performance appraisal interview, it provides an effective medium for communications in both directions. From a properly conducted interview, the supervisor can gain as much insight and understanding about the job problems as the employee himself.

A performance appraisal should sum up or recap the major events of the past year. A knowledgeable supervisor structures interviews around specific points. He tells the employee:

1. His overall evaluation of the man's performance.

2. Specific areas of the man's work worth either criticism or praise.

3. How he may improve below-acceptable performance, or how he may do an even better job in an area of current high performance.

Both supervisor and employee have parallel goals in the interview. Each

can gain important benefits from it. The *supervisor* tries to:

1. Create better working relationships by making a firm effort to know the employee better, letting him realize that he is respected and his progress important.

2. Point out where employee stands and what is wanted from him.

3. Determine how employee looks at both his job and his own performance.

4. Motivate employee to continue his good effort by giving proper recognition and praise for good performance.

5. Work with employee for improvement in areas where performance falls short of requirements.

6. Clarify salary and other administrative affairs as they affect employee and his job.

The *employee* tries to:

1. Get a clearer, more realistic picture of what is wanted from him and where he may most profitably concentrate his energies.

2. Gain recognition for his accomplishments and increased abilities.

3. Explain any problems he has met, clear up any misunderstandings, and talk over his aspirations.

4. Form a realistic picture of current practices affecting his position, such as salary policy or practice, promotional opportunities, learning new skills, better fringe benefits.

5. Obtain guidance to overcome his limitations.

6. Point out any obstacles, to his doing a good job, that are imposed by supervisory or operating procedures.

No top-notch supervisor fails to adequately prepare for the performance appraisal interview. He carefully plans the points to be covered, for the best approach to these points. His homework includes a review of the employee's:

1. Personnel record, original employment application plus any additions, education, test scores, experience, training, constructive outside activities related to the job, signs of extra initiative, salary history, attendance records.

2. Points covered in previous performance appraisals, development plans made at that time, progress in these plans, employee's attitude and reactions to previous interviews.

3. Position description — especially whether or not position is changing and, if so, are such changes desirable.

4. Relationships with co-workers.

5. Performance during the course of the year including not only observations but careful consideration of the probable causes for poor performance in areas where improvement is necessary.

Nor, should the employee enter the interview unprepared. Preparation for

a personal appraisal interview should be encouraged. The supervisor should ask the employee to review his job description, evaluate his own performance, appraise his working environment, make suggestions for improving the work situation and supervision, and think over his own goals.

When the time comes to hold the interview, here are some suggestions which may help the supervisor make it more effective for himself and his employee:

1. Know the employee's job requirements.

2. Leave behind your prejudices and unsupported beliefs.

3. Credit a man for being well-groomed, but don't go overboard on appearance.

4. Insure privacy when talking to employee. Do not permit interruptions.

5. Put the guy at ease. Begin by chatting about some topic of mutual interest.

6. Look out for "yes" and "no" questions. Phrase questions which call for narrative statements which show up more clearly certain qualities.

7. Don't use trick questions.

8. Avoid expressing personal opinions or relating personal experiences. Try to keep the conversation informal and friendly.

9. Encourage employee to ask questions about his work and working conditions.

10. Show attentiveness and evidence of being interested.

11. Try not to allow the interview to become mechanical.

12. Watch out for the "halo effect," as when interviewer allows his impartial judgment in respect to a particular person to be prejudiced by some previous knowledge or opinion he may have of that person.

13. Be especially careful about what is said and how it is said when telling an employee he is not doing a satisfactory job.

14. Try not to make too many notes during the interview. It's better to make none.

15. Jot down impressions and reasons for them *immediately* after employee leaves.

16. Lay the groundwork for future interviews whenever practicable.

Utilized properly, the performance appraisal interview can be a fruitful evaluation and summation of a year's work experience between two men. Each can learn from the other. This mutual sharing of experience can enable each to be a better supervisor, employee and, above all, a better person. One who knows himself is only half-alive until he begins to know others too!

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You'll Have To Be More When You Hire Clerical

FLORENCE DEPPE HOLMGREN
Metropolitan Personnel Service, Fort Wayne, Ind.

"IF THE QUALITY of applicants for office jobs gets any worse I don't know what we're going to do!" Spoken in consternation by the office manager of a large company, these words express the growing concern prevalent among observant executives in many areas. Unfortunately, the quality of job applicants *is* going to get

Photographs by

Realistic Employees

worse. This is inevitable and the only solution is to use the applicants who are available. This means many offices must revamp hiring policies, particularly as to the use of tests.

The days are over when only one out of ten high school graduates went on to college, leaving the remaining nine to fulfill the needs of offices, large and small. Now five out of ten go to college, and most of the five remaining are in the lower 50% intelligence level of their class. Very few of today's bright students are satisfied with a high school education; and top ranking scholars are almost never found in

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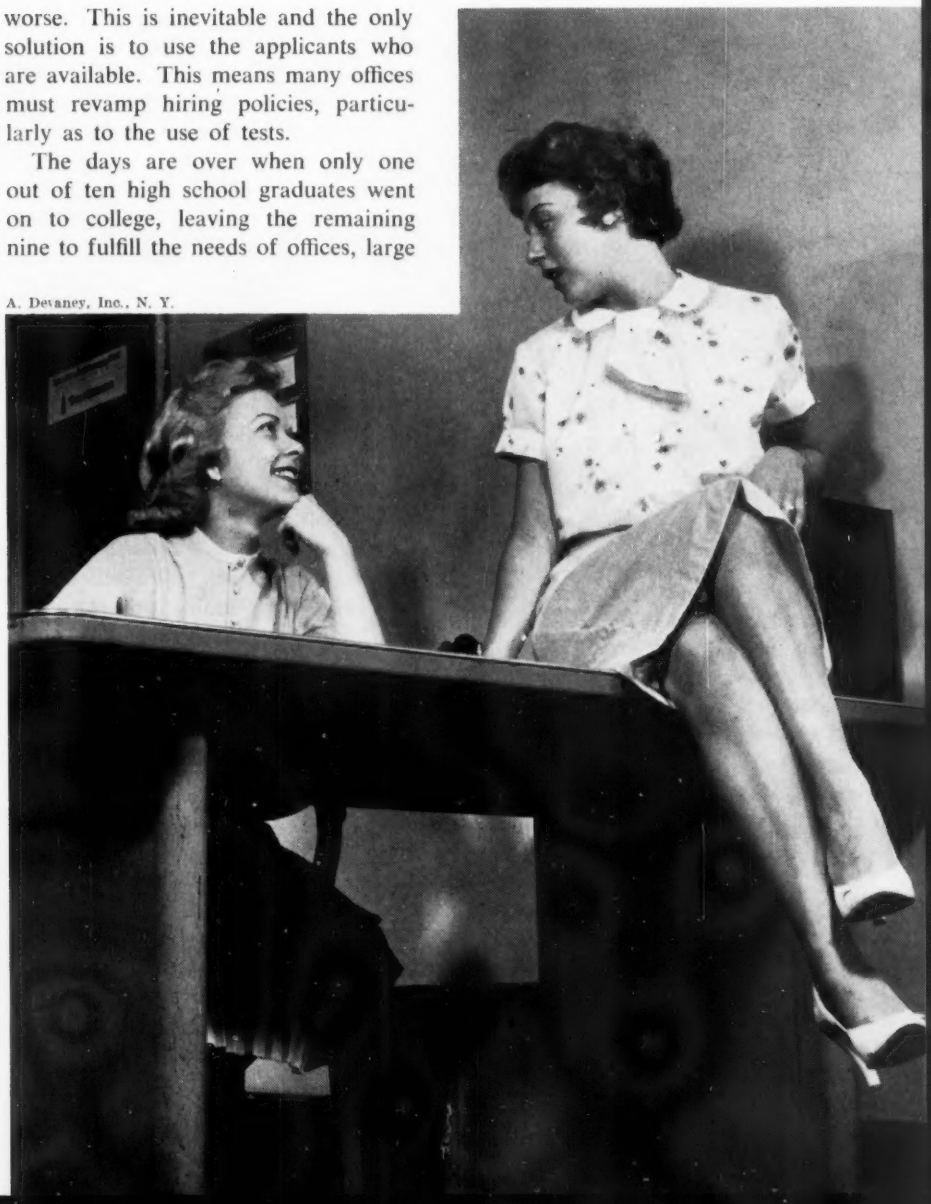

commercial courses. Because of the abundance of scholarships available, young people from even low income families are able to finance an education which would have been an impossibility a few years ago.

Not all of them complete a four-year college course. Many will go to business colleges or will leave college after a year or so, but they are spoiled for run-of-the-mill office jobs, because they have had no commercial training and they are reluctant to settle for a job for which they could have qualified without any college at all. Even with a smattering of college training, they are often able to get something they consider better than office work.

Why Help Is Scarce

These conditions, and the trend toward earlier marriages among the groups from which clerical personnel formerly were drawn, plus the burgeoning of larger families, are the causes behind the clerical help shortage. Employers have no choice but to use the supply on hand, such as it is, instead of searching for a quality in nonexistent people.

Tests designed as aids and guides for interviewers have become standard procedure. As the intelligence level of clerical applicants sinks, we must moderate the interpretation of our tests. Most testing programs, up to now, were designed to weed out dull applicants and skim off the bright ones for hiring consideration. It is completely false to assume that a bright person will always work out better on any job. If a job is dull and repetitive, a bright person will soon tire of it and lose interest. They soon become disenchanted with the company as well, and quit.

The majority of office jobs are fairly routine and monotonous. Comparatively few require in essence any creativity. Only in a very small office is there much variety on any job. Training methods can help us utilize many persons heretofore considered unsuitable.

Unrealistic Standards

The prospect, therefore, is not altogether bleak. There have been offices whose standards were unrealistically high for clerical applicants, even when a higher grade of applicant was to be had. The proportion of people in clerical groups who are ever actually promoted is so small, it is not unlikely that a considerable number of jobs can be satisfactorily filled with personnel who would have been heretofore unacceptable. As a matter of fact, routine clerical jobs are better suited to a lower degree mentality and turnover will be lessened by placing in these jobs persons who will be satisfied to do them. School authorities have established that bright students are bored by contact with duller ones. It is a waste to use brainpower on a job where it will not be utilized to the fullest.

Idealistic Tests

Cases in point were noted in two companies in a midwestern city. Both employ a large number of clerical personnel; both are financial institutions

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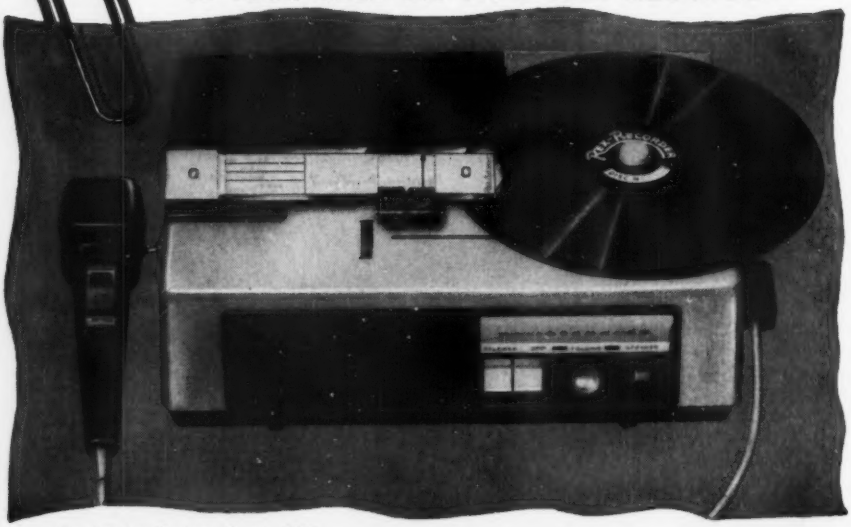

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and have large amounts of paperwork, much of which is simple. X company adheres rigidly to a high standard of testing for all jobs. A high minimum score must be attained by anyone hired by them. Recently they interviewed and rejected 15 girls for a single opening which required only a modicum of clerical ability. All 15 were high school graduates and three had some college, yet they were unable to measure up to the unrealistically high standard set by this company. Y company uses the same clerical test, but hires at a score 15 to 20 points lower on all levels than does X company. Moreover, they have greater flexibility in their acceptance policies, having found that even among beginners certain jobs require only average, or less, ability.

Beautiful But Dumb

They said that one girl, who had been hired somewhat tongue-in-cheek in spite of an exceptionally low mental grade, had become the most popular and successful receptionist ever employed in the memory of the department heads concerned. This girl was extremely pretty (which condition often assuages even the most critical), but her success was not due entirely to her looks. She had a happy disposition which was apparent in her friendly smile (ignorance is bliss). She took an almost childish pleasure in herself and was always meticulously groomed, presenting a pleasing facade to the visitor. Most of all, however, her success was attributed to her complete willingness to sit and beam at people and answer simple questions all day long about whether or not Mr. So-and-So was in or through which door they should go to find him. Such a routine would have bored and soon driven away any girl with a little more intelligence.

If a girl can complete the requirements of a modern high school and obtain a diploma, she doubtless has ability which can be utilized. It is up to management to learn how to use it. Forget promotion plans. Most girls won't stay around long enough to be promoted anyway. Indeed, Y company also has a policy under which they do not transfer girls. They hire them, train them and continue them on their jobs until nature takes its course, which it almost inevitably does and the girls resign to have their families. Y company believes it is ultimately cheaper to hire new girls and train them when a natural vacancy occurs, keeping salaries on a permanently lower level. Y company considers the placement of an overqualified person to be as bad as the placement of an underqualified one.

Testers Unqualified

As the use of aptitude tests has spread, a deplorable number of unqualified people have been administering them. Many untrained in the fundamentals of psychology are attempting to interpret semipsychological tests. Sometimes tests are given by a local representative and then shipped to a professional vocational psychologist in an office hundreds of miles away. It is

ridiculous to assume that a human being can thus be taken and measured like a piece of steel. Each individual, test results notwithstanding, is different, and only a personal interview can completely reveal these differences. The judgment of a highly skilled professional psychologist who has never exchanged two words with the applicant has limited and dubious value.

Not a few companies delegate the administration of personnel testing to a typist, receptionist or minor clerk in the department. Such practices are contradictory in view of the tremendous importance attached to the test results. If tests are important, shouldn't their administration be conducted by someone moderately skilled as a personnel specialist?

Match Girl to Job

Another company, whose policy requires giving a simple aptitude test to every applicant, bows to the wishes of their department heads regarding the scores at which people are hired. Department heads may be experts in traffic or accounting, but they should be set straight when they request a girl with an intelligence level of a college sophomore and the ability of an executive secretary to be hired as a routine biller.

Weighting Test Results

Conditions under which people are tested are important. When final examinations are given in any school, they are given in a quiet room removed from distractions. Even under such conditions good students often flub because of nervousness. Most teachers base their final grade on about 30% of the examination result. The remaining percentile is based on class performance, general attitude, willingness to learn and other written work. The same conditions should be provided job-seekers and the same degree of importance attached to test results.

Poor Testing Facilities

The difference in results when the same test is given to the same applicant in a referring agency and later in a company office is that many companies have poor testing conditions. When an applicant scores much higher on the first test given by an agency, than on the second test given in a company personnel office, there is something wrong because the second test should be easier. Frequently companies that attach greatest significance to testing provide the poorest testing facilities and consider tests to be infallible measurements of ability.

Test vs. School Record

There is something amiss in a testing system which refutes almost in entirety the scholastic record achieved by an individual. Some teachers may not grade as accurately as others and some school systems may have higher standards than others, but over a four-year period the true ability of an individual is likely to assert itself. Why then should a girl who ranked fifteenth

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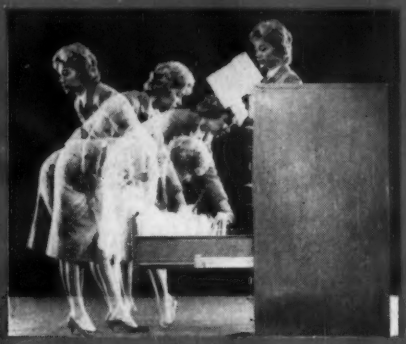

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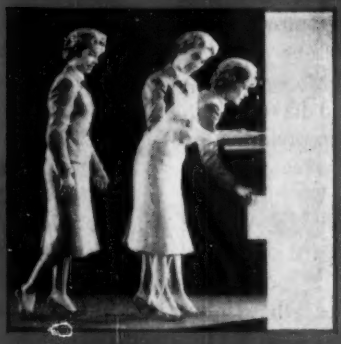

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in a class of 290 and who had won merit awards in her commercial subjects be rejected because she fell short of company standards in a battery of tests given in an office? This happened recently. It was reported that her tests showed her to be only average.

For a girl trained in typing and shorthand in today's labor market to show "average" intelligence indicates that she is probably one of the best available. Yet the company rejected her on the basis of tests alone and continued a futile search for a better recruit for a minor stenographic opening. This girl was hired by another company which did not use tests, but relied upon verified school records, and she did a bang-up job for them. The first company later contacted her. They were unable to secure anyone as good as she was to consider the salary they offered. Number one company lost a good girl by relying too heavily on test results and having standards too high for test interpretation in the existing labor market.

Testing policy in many companies prohibits making any exceptions. They regard testing as a command performance, no matter who the applicant or what the circumstances. It is disconcerting to a highly proficient and experienced executive secretary to learn that her references and her word are worthless and that she must be subjected to the same measurements required of inexperienced applicants. Should a seasoned office worker in any category by some amiable fortune wander into an office seeking employment, and should there exist a vacancy specifically matching her talents, why

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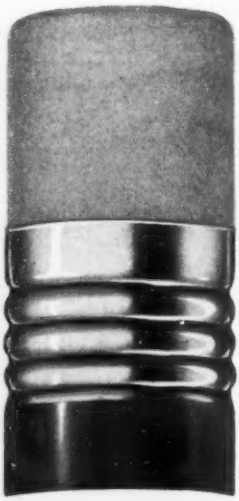

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test her typing and shorthand?

All jobs were once filled by executives exercising ordinary judgment plus careful reference checks and a skillful interview. Older people do not test well as a rule and some tests make allowances for this. Many others, including often the most desirable type of employee, are allowed to get away because of tests administered and scored by minor leaguers whose report is accepted at face value by their superiors. Testing does have its limitations!

To assume that an unskilled clerical worker, or even a moderately skilled one, will eventually advance to a position of responsibility is not only unrealistic, but almost ludicrous. Budding geniuses are not to be found in minor clerical jobs any more. Those with the brains and ability are skimmed off long before they ever arrive in an office. If the ability was present in the first place, the applicant wouldn't have to start out as a minor clerical worker. Jobs which may be classed as minor clerical include operators of practically any modern automatic office or bank machine.

File clerks, assuredly, are frequently underestimated in importance. They must be good spellers and have sufficient judgment to maintain order among valuable records. Despite these requirements, a bright girl will not remain content as a filer for very long. So management must expect frequent turnover or, as has been done in many offices, break up filing into shifts and let girls from other jobs work on it for short periods during the day. It is not inconceivable that a girl who is intelligent but of a plodding nature could be found to be the ideal filer. Jobs which

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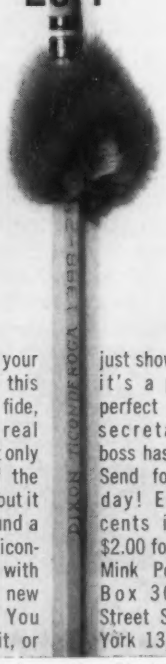

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require manual dexterity but which are extremely routine in nature are dictating machine transcribers, copy typists, invoice checkers and billing clerks. It has been established that the best typists are those who have a highly developed mental and manual coordination. It has also been established that this combination is rare.

Tests constructed as determinants of general intelligence, mathematical and vocabulary ability, spelling and reasoning need not be discarded if administered by persons who understand how to give and interpret them, as adapted to conditions of actuality. Tests which corroborate the interviewer's judgment are a means to an end rather than an end in themselves.

The quality of clerical applicants *is* getting steadily worse. The really bright applicant for a clerical position *will* soon be the exception. The office manager must adapt to conditions over which he has no control. He has no alternative.

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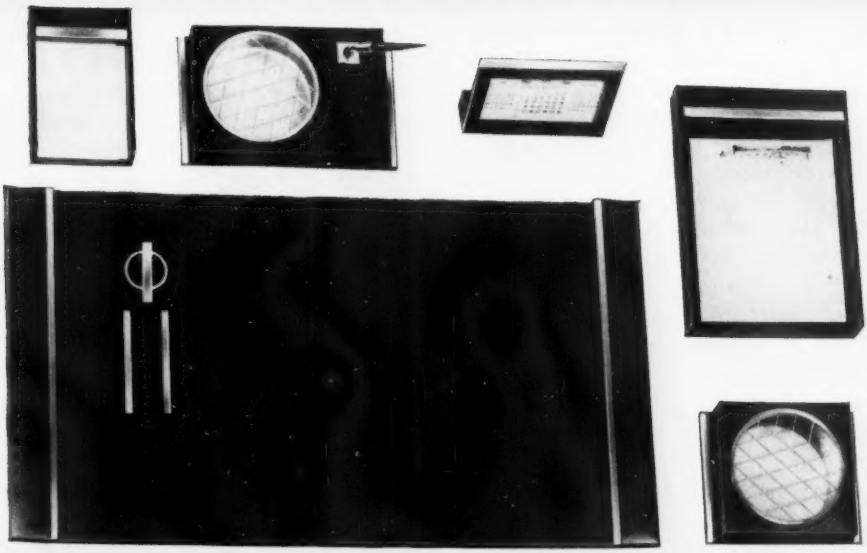

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THOMAS G. HORTI, Methods Analyst,
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IN A RECENT fictional best-seller concerning Wall Street operations, the author has one of his characters say: "The way I understand it, if you want to get anywhere on the Street, you've got to wear a hat." In many metropolitan offices the up-and-coming young executive may work at his desk in his shirtsleeves, but always dons his jacket before visiting another office. In most plant or branch locations these niceties are not as important as they are around the "executive suites" of the metropolitan areas, but even there certain rules of demeanor and dress are observed. For most companies the quotation above could be paraphrased: "If you want to get anywhere in this company, you've got to wear a tie!"

The wearing of a hat, jacket or tie is not an expression of rank or badge of office. It is, rather, an expression of formality or correctness. It expresses a recognition of rules of business conduct, of certain protocols which, though unwritten, govern the day-by-day relationships of people in the business world. The systems man, usually a staff advisor, whose work must be accomplished by personal persuasiveness and tactful counseling rather than by the use of direct authority, is especially reliant on these rules of conduct which provide the framework for his activities.

In recent years, most particularly since the emergence of management science, there has been a noticeable trend towards greater informality in personal communications at all levels. Many reasons can be cited for this trend. Perhaps the four greatest influences have been the shorter work week, increase in company-sponsored activities, coffee breaks and company cafeterias.

The postwar philosophy of more emphasis on teamwork and recognition of the employee as an individual, coupled with the greater leisure brought about by the shorter work week, fathered an increase in company-sponsored activities designed to bring employees together in non-work situations and strengthen their *esprit de corps*. Members of management have been encouraged to take a more active part in these activities, mingling with employees on an equal basis . . . democracy at work.

The systems man, along with other staff employees, is often asked to join a particular club, team or other extracurricular activity, to fraternize with employees away from the tensions of the job. The company cafeteria and coffee break get-togethers bridge the gap between job and social relationships in outside activities.

Obviously, as personal contacts increase, personality clashes are bound to occur, friction develops, dissident factions arise. As a result, interpersonal or interdepartmental action may be on

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Controls: Simple to use – easy to find? Or are buttons, knobs and gadgets all over the machine and microphone? **You instantly and precisely control dictation, review, correction, start, stop and erasure instantly with Stenocord's remarkable single control microphone.**

Construction: Strong enough to take years of punishment? Is body made of plastic or metal? Quality sacrificed to reduce costs? **See Stenocord's superb craftsmanship reflected in every phase of construction – including its light, rugged aircraft-alloy frame – and price is only $199.50 plus tax!**

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to help you write a letter better

Gentlemen:

Please send my FREE copy of **"How to Be A Dictator"** at once.

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☐ Arrange for 7-Day Free Trial in my office to show how Stenocord helps to make my job easier.

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the basis of personalities or office politics, rather than to the best interests of the organization.

In this setting the systems man can be appreciably helped or hurt by his personal relationships with employees in his own or other parts of the organization. As a fellow-employee, he is inevitably identified with some group or individuals and, in the daily performance of his work, must eventually make recommendations affecting them as well as others. Depending on the extent of his involvement with this group, his judgment may be swayed by personalities or, what is just as bad, even his objective judgment may be construed to favor or discriminate against particular groups or individuals.

Let us consider the case of the systems man who, although not in the accounting department, is frequently associated with that department. He is called in to do a "quickie" study as to whether a certain tedious, time-consuming report should be prepared by accounting from its records, or by another department which is the original source of the data. Through comparative flow charts and a cost analysis, the analyst demonstrates to management that it is more desirable (to the company) for the source department to prepare the report, as regards economy and control both. The completeness and objectivity of the study are obvious from the presentation. Yet, when the analyst is assigned to help the source department simplify the data flow leading to the report, the department manager refuses to cooperate on the basis that "this analyst demonstrated in his report that he is prejudiced against this department. He discriminated against us in favor of his buddies in accounting. If I let him in here now he'll probably unload more of *their* work on us!" Although the systems man had done his study objectively, as the flow charts testified, his close friendship with several individuals in accounting gave the department manager the opportunity to claim prejudicial treatment.

The systems man, procedures analyst, systems and methods auditor, or whatever other title he is known by, has a certain duality built into his operation. On one hand he is responsible, and reports directly, to management because his judgment and recommendations affect the company as a whole. On the other hand, the success of his mission and the quality of his information depend largely on close working relationships with employees whose jobs are the bricks of which systems are built. A situation which crops up from time to time can be illustrated as follows:

A systems man is assigned to a certain department for an extended period to work with them on a major revision of their systems, in a supervisor-analyst team arrangement. The systems man, knowing he will be in the department for a lengthy stay (and that he must depend on all the people in the department for the detailed information he needs), proceeds to make friendly overtures to the employees to be accepted as "one of the boys" and lower resistance to his fact-finding sorties. The department manager, however, doesn't see it that way. He has the systems man pulled off the team and ousted from the department because "he is upsetting

(Continued on page 181)

←For More Information Circle No. 199

Why Women Are Important To Banking

TWO-THIRDS of the personnel in our banks are women and 10% of bank officers are female, according to figures compiled by American Bankers Assn. at the end of 1959. O. Kathryn Bell, vice president, Barnett National Bank, Jacksonville, Fla., at last month's annual convention of the Assn. for Bank Audit, Control & Operation, listed the following benefits that women personnel bring to banks: patience, speed and accuracy in execution of tedious, minute details; relief from an acute labor shortage in clerical capacities; inherent talent for dealing with people and situations requiring tact, insight and ingenuity; ability to develop customer goodwill because of neat appearance and cheerful manner; following instructions without questioning procedure, and staying on repetitive cleri-

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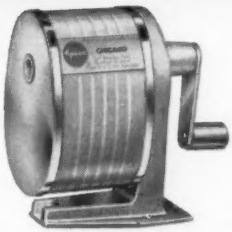

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Why Women Are Important To Banking

TWO-THIRDS of the personnel in our banks are women and 10% of bank officers are female, according to figures compiled by American Bankers Assn. at the end of 1959. O. Kathryn Bell, vice president, Barnett National Bank, Jacksonville, Fla., at last month's annual convention of the Assn. for Bank Audit, Control & Operation, listed the following benefits that women personnel bring to banks: patience, speed and accuracy in execution of tedious, minute details; relief from an acute labor shortage in clerical capacities; inherent talent for dealing with people and situations requiring tact, insight and ingenuity; ability to develop customer goodwill because of neat appearance and cheerful manner; following instructions without questioning procedure, and staying on repetitive cleri-

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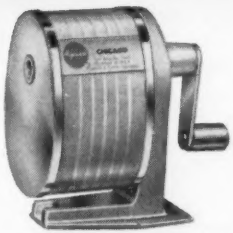

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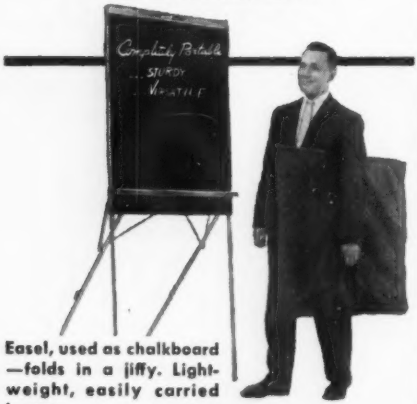

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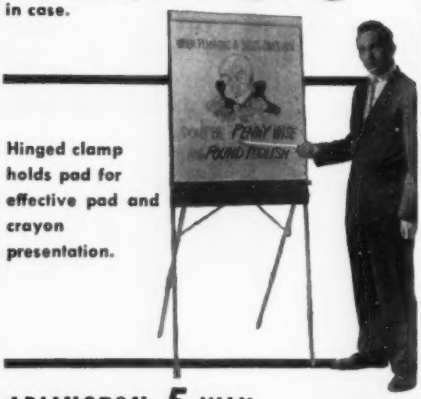

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cal jobs for a long period; feminine touch and love of beauty creating a pleasing work atmosphere; diligence and reliability when interested in an assignment; adaptability in organizing daily routine.

Miss Bell, the only woman who has ever been vice president of ABA, said that banks sometimes were reluctant to train women for greater responsibility and often denied them well-deserved promotions because of lack of permanence due primarily to pregnancy, husband being transferred or younger women being uninterested in a career and not displaying fullest capacity or initiative; absenteeism and tardiness caused by illness of some other member of the family and household problems; lack of proper training and indifference to responsibility; distraction from job due to "telephonitis," interest in personal appearance, impending marriage, pregnancy or divorce, desire to gossip and prolong coffee break; emotionalism or sensitiveness and inability to take constructive criticism or accept discipline; petty jealousy and resentment over real or imagined partiality to others.

"The new employee should be impressed with the fact that there is no unimportant job in a bank, and it is the combined effort that finally emerges as the all-important corporate image." Miss Bell enumerated a few tips on how to obtain desired results from members of the feminine sex: 1. Know your people, recognize their qualifications and make assignments accordingly. 2. Lead, rather than drive. 3. Listen to individual problems and sincerely try to be of assistance, within

It's time for management to take a new look at microfilm!

Today, microfilm is an active partner to telephones and typewriters in modern offices and plants—and is just as busy.

Wonderful things happen when your active files are on microfilm. File space shrinks. Records and documents are standardized. Filing is faster. Reference is easier. Security is improved. Efficiency goes up. Overhead goes down.

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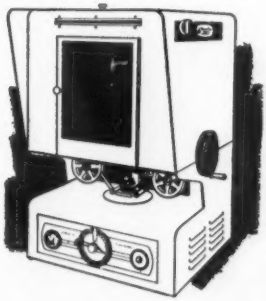

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Also available are easy-to-use Challenge Power Cutters in these same size ranges. For a handy free descriptive booklet on Challenge Lever and Power Cutters and names of local dealers write Challenge. Sold by leading Printing and Duplicator Equipment Dealers everywhere.

PC-114

THE CHALLENGE MACHINERY CO.
GRAND HAVEN, MICHIGAN

For More Information Circle No. 420

reason. 4. Be fair in dealing with every member of the staff and never hesitate to give credit or commendation when justified. 5. When correction is necessary, handle it in private, in a friendly manner. 6. Encourage staff members to make suggestions for more efficient operations. If sound, put them into effect, with appropriate recognition to the originator. Your entire organization will benefit, and net operating profits will soar.

The secretary of the Jacksonville Clearing Assn., first woman to hold this post, also scored automation as a cure-all to banking's problems. " . . . we must realize it is not a substitute for people. The consensus of many operating officials questioned is that it will permit an upgrading of personnel and thereby increase the utilization of well trained, capable and qualified workers."

Inasmuch as women, including officers, comprise 57% of all bank personnel, and because of the concentration of wealth in women's hands, women are important to the banking industry on both sides of the counter.

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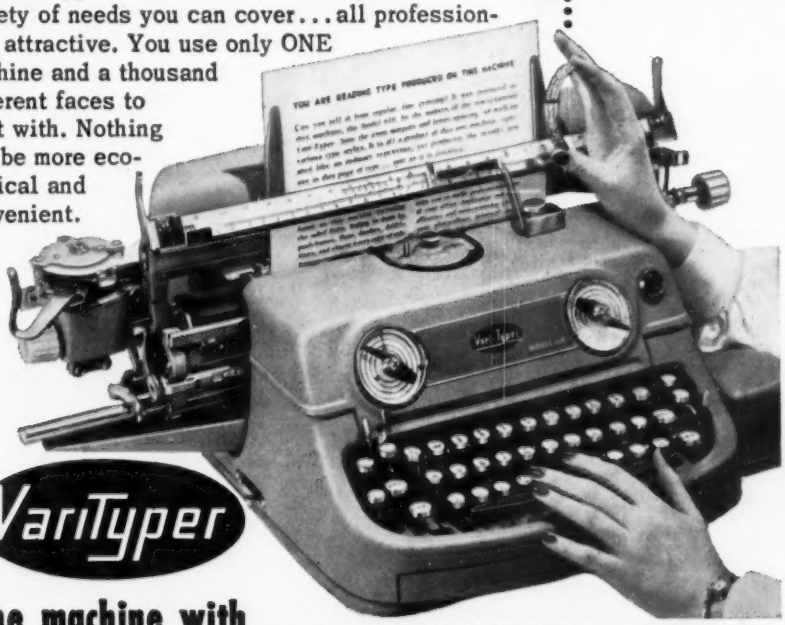

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For More Information Circle No. 340

NEW Books

THE CRISIS WE FACE: AUTOMATION AND THE COLD WAR by George Steele & Paul Kircher. McGraw-Hill Book Co., 330 West 42nd St., New York 36, 220 pp., $4.95.

The authors question our present methods of management and design of automation. They offer facts to support their belief that if we keep on our present course, we face a crisis. Attributing much of the fault to managers, not engineers, the book offers an understanding of new basic technical design concepts, a new approach to group organization, and insights into other problems concerned with the survival of our way of life.

MANAGEMENT ORGANIZATION AND THE COMPUTER edited by George P. Shultz & Thomas L. Whisler. Free Press, 119 W. Lake St., Chicago 1, 272 pp., $7.50.

The proceedings of a seminar sponsored by Graduate School of Business, University of Chicago, and McKinsey Foundation. Here are the experiences of firms that have introduced computers, ranging from the giants to those just large enough to use this new control technique. An essential book for those involved with, or concerned about, the prospect of the computer.

WRITING FOR BUSINESS edited by C. W. Wilkinson, J. H. Menning and C. R. Anderson. Richard D. Irwin, Inc., Homewood, Ill., 379 pp., $6.65.

These selected articles on business communication are perhaps the most concentrated statement of the results of business writing experience to be found in one handy volume. Containing the collected experience of some 80 business

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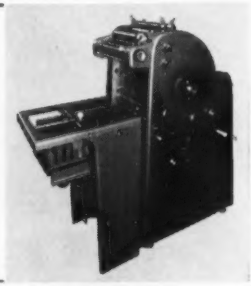

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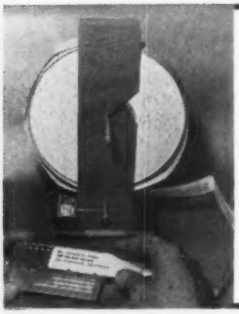

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authors and publications, this book can be of tremendous help to those who sincerely wish to improve their skill in business communication.

INDUSTRIAL ESTATES by William Bredo. Free Press, 119 W. Lake St., Chicago 1, 257 pp., $6:

Focus of this book is on the possibility of using the industrial estate as an effective technique for industrialization. It brings together the experience of many countries with this method of establishing industry. This particular study is designed for planners and administrators of newly industrializing nations who have responsibility for the development of industry.

MATERNITY BENEFITS FOR EMPLOYED WOMEN, Government Printing Office, Washington 25, D.C., 55 pp. 25 cents.

Since one woman in every three is employed today, and more than half of all women workers are married, the provisions for maternity benefits (voluntary and legislative) should be known both by management and employees.

BUSINESS ADMINISTRATION by Morris E. Hurley. Prentice-Hall, Inc., Englewood Cliffs, N. J., 510 pp., $7.95.

The second expanded edition of this college text which shows how enlightened management can plan, organize, staff, direct, and control enterprise activities. It offers a practical case-method treatment of such topics as legal organization, marketing, production, finance, human relations, data processing, budgeting and business policy.

MANUAL ON FILING SERVICES. Organization & Methods Service, Civil Service Commission, Ottawa, Canada, 64 pp., 50c.

A manual consolidating filing experience gained in systems and procedures surveys by the Public Service of Canada. Divided into five parts: organization, classification, initial processing, issuing and controlling, retention and disposal.

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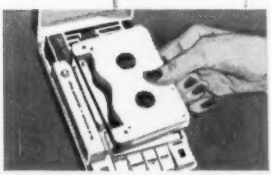

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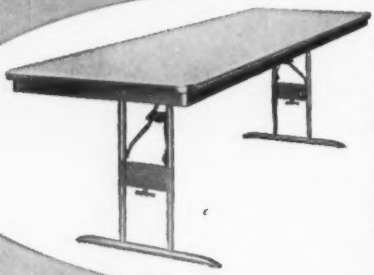


VIRCO-MATIC Series of Cafeteria and All-Purpose Folding Tables adjust easily to any height from 21" to 31"—in one-inch increments. Heavy gauge tubular steel legs and non-glare linen pattern Vircolite plastic tops banded with aluminum.

VIRCO #127 ALL-METAL FOLDING CHAIR

Tubular steel construction with **three** fusion-welded braces. Tubular steel reinforcement in front legs at seat pivot point, also under forward edge of seat. Metal capped legs with durable rubber crutch tips.

Four VIRCO folding chairs support 4,056-pound Ford Station Wagon

FREE! New catalogue showing VIRCO's complete line of church and institutional folding chairs and tables. Write today to:

VIRCO MFG. CORPORATION

Dept. O-11, P.O. Box 44846, Station H, Los Angeles, California

Plants also in Arkansas and Pennsylvania

For More Information Circle No. 283

Genuine

STURDEX

...it takes a good business case to complete your sales picture!

Look what a *difference* STURDEX makes! The only business case made with the craftsmanship of finest leather cases . . . but at *half the price*. A sales-making case that's always neat and business-like . . a durable case that *outwears* all others . . . guaranteed for *5 full years!*

CATALOG CASE — Opens Wide and STAYS OPEN!

New flat-top Catalog and Sample Case with new STAY-OPEN feature! Exclusive hinges (patent pending) hold overfolding flaps wide open for easy access and viewing. Tremendous "box-type" capacity, yet weighs less than many smaller cases. Expanding side pockets for "file-cabinet" efficiency plus spacious center compartment for bulky extras. Famous PERMA-EDGES and PERMA-HANDLE will actually outlast the long life of this exclusive STURDEX business case. At stationers, luggage or department stores everywhere!

5-YEAR UNCONDITIONAL GUARANTEE

STURDEX looks new longer . . . always ready for business. So wearproof, waterproof and weatherproof, we guarantee it for 5 full years!

Leathercraft

World's Largest Manufacturer of Business Cases Exclusively

2320 So. Western Avenue • Chicago 8, Illinois

LEATHERCRAFT, Inc., 2320 So. Western Ave., Dept. A-14, Chicago, Ill.

Please send full details about STURDEX, and the name of my nearest dealer.

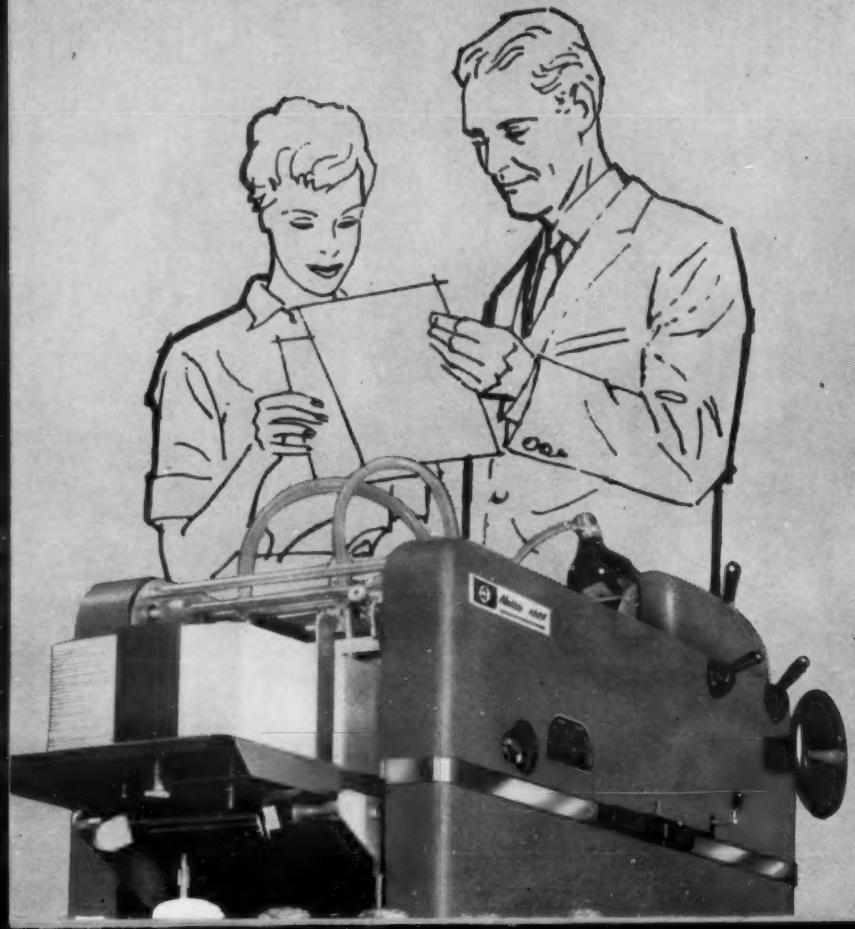
Name_____

Address_____

City_____ Zone____ State_____

©1959

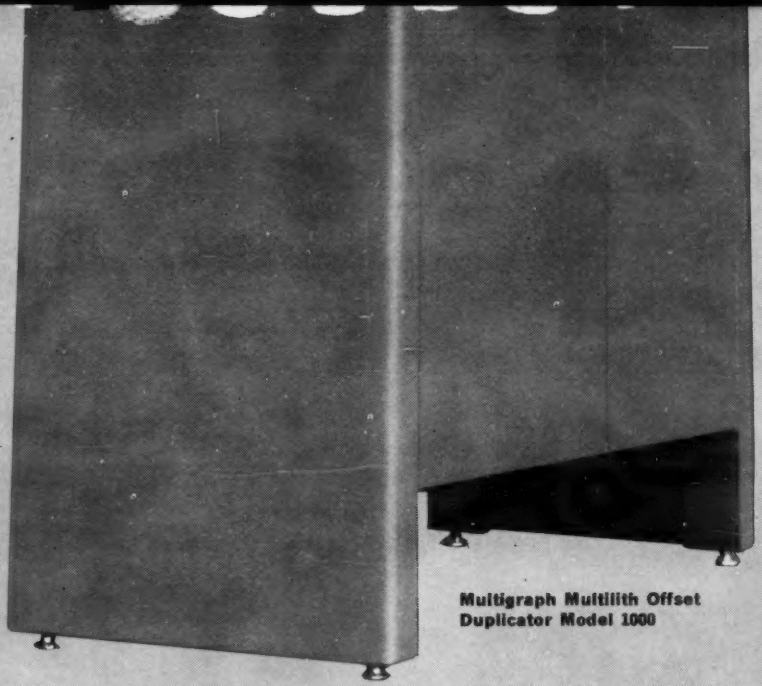
For More Information Circle No. 282



A NEW, ECONOMY-PRICED, ALL-PURPOSE OFFSET DUPLICATOR

Multilith®

MODEL 1000



Multigraph Multilith Offset Duplicator Model 1000

Compact—designed for big production, yet occupies less space than a secretary's desk. Handles up to 1000 20-lb. sheets without reloading.

Self-contained—storage space for masters, papers and other supplies. No stands or special tables required.

Economy-priced—with many features never before offered in low-cost offset duplicators.

Quality copies—up to 110 per minute! All reproductions, including halftones, are clear, sharp and permanent.

The new Model 1000 is so flexible it meets ALL general duplicating requirements. Low in price, simple to operate. Pays its way many times over in businesses and associations of every size and description. Contact your nearby Multigraph Branch Office for complete details or write Addressograph-Multigraph Corporation, 1200 Babbitt Road, Cleveland 17, Ohio.

*Trade-Mark

METHODS

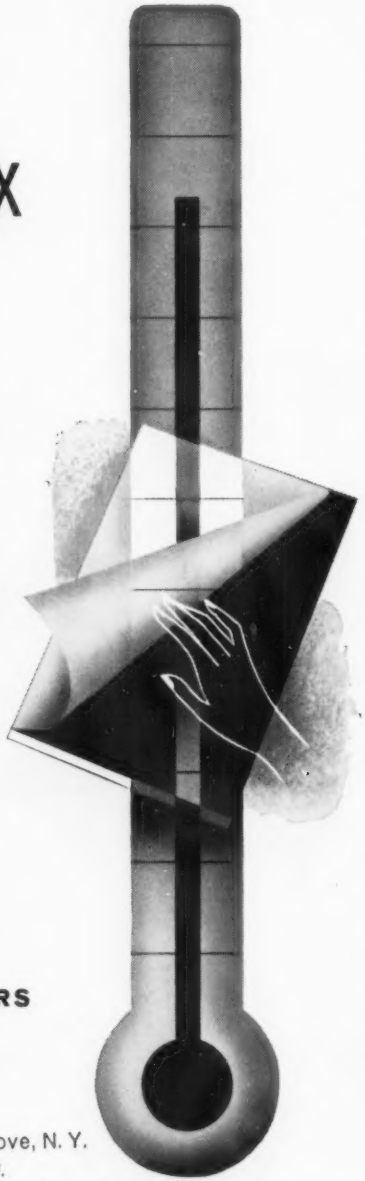
Addressograph-Multigraph

CUTTING COSTS IS OUR BUSINESS

For More Information Circle No. 341

WHERE DO YOUR SPIRIT MASTERS RANK IN THE...

Columbia Cleanliness Index



The Cleanliness Index dramatically demonstrates the wide gap in the cleanliness of spirit masters—ranging from the grime and aggravation of ordinary undercoated purple masters to the immaculate performance of Columbia's supercoated, super clean Marathon Blue Ready-Masters.

Columbia salesmen are anxious to demonstrate these differences at no cost or obligation to you. They'll also be happy to advise the correct master for a job that's particularly troublesome to you. Write for a free demonstration of the Cleanliness Index. Ready-Master Division, Columbia Ribbon & Carbon Mfg. Co., Inc., **10611**Herb Hill Road, Glen Cove, N.Y.

Columbia Research and Development, backed by more than a half century of pioneering leadership, constantly seeks out the ultimate in spirit master cleanliness. The Marathon Blue Ready-Master is the latest in a long line of important developments in the cause of cleanliness.

MARATHON BLUE READY-MASTERS

Columbia®

Columbia Ribbon & Carbon Mfg. Co., Inc., Glen Cove, N. Y.

Columbia Ribbon & Carbon Pacific Inc., Duarte, Calif.

For More Information Circle No. 281

Olympia precision typewriters

Standard Office Typewriter

...write best of all ... because they're built best of all

Lightweight Portable

Meet the Olympia Family of Precision Typewriters—preferred the world over for their quality, value and ease of operation. There's one designed for every typing need – whether for office, home, school or travel use. Each features the finest in typing aids—from convenient half-spacing to exclusive spring-cushioned keytops. Precision-built to the highest standards in Europe's largest, most modern typewriter factory. See—test—compare an Olympia before you decide on any other typewriter. You will find Olympia a solid investment in efficiency.

Find Your Nearest Authorized Olympia Dealer in the **Yellow Pages**

DeLuxe Portable

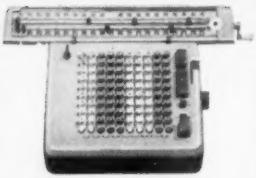
OLYMPIA DIVISION, Inter-Continental Trading Corporation, 90 West Street, New York 6, New York

For More Information Circle No. 229

NEW—*Another Achievement from Monroe*

Never before has so much calculator function been compacted into so small a unit. Or so low a price. This is LA-9, the newest, the ultimate in Monroe's famous L line calculators. This one's honored antecedents today are accomplishing their time and money saving missions on more desks in American business than any other calculator. LA-9 covers less area than a letterhead sheet, weighs less than 18 pounds. Yet this new compact automatically performs many of the jobs that much bigger and costlier machines do. Its peak performance is guaranteed and maintained by Monroe's nationwide service organization. And at so moderate a price, it can quickly pay for itself through its efficiencies. for CALCULATING · ADDING · ACCOUNTING · DATA PROCESSING MACHINES

See the MAN from MONROE



Monroe Calculating Machine Company, Inc. Sales and service in principal cities everywhere. General offices, Orange, N. J. A DIVISION OF LITTON INDUSTRIES

For More Information Circle No. 426

YOU GET THESE 5 EXTRA BENEFITS WITH A QUICK SILVER OFFICE COPY MACHINE

This general-purpose office copy machine will handle all your routine copying needs—letters, invoices, news clippings, reports—**anything**—with the greatest of ease. And, Quick Silver will also give you all the **extra benefits** listed below. No other office copy machine is so versatile as Quick Silver, a completely new photocopy process.

1. **UNLIMITED NUMBER OF QUALITY COPIES FROM ONE MASTER.** And every copy of the same high photographic quality. File the master and make additional copies from it whenever you need them.
2. **INEXPENSIVE COPIES.** Quick Silver copies are only 5 cents each! Only a single sheet of paper is used; the throw-away sheet has been eliminated.
3. **FAST COPIES.** Designed for volume, one Quick Silver '300' machine with a single operator will turn out the same number of copies per hour as two transfer machines and two operators! Naturally, that means more production for less money.
4. **PAPER NEGATIVES FOR OFFSET PLATES.** In 25 seconds and for only 5 cents Quick Silver will make a negative in your own office which would cost you $1.50 if you sent it out to be made.
5. **WILL COPY HARD-TO-COPY ORIGINALS.** Not only that, but Quick Silver can make a good copy from a blueprint or a photostat. It will make a copy of a copy... even a heat-transfer copy! And it does it in one pass through the machine, with no intermediate step.

MAIL COUPON TODAY

PEERLESS PHOTO PRODUCTS, INC.
SHOREHAM, L. I., NEW YORK

PEERLESS

Gentlemen:

☐ Please arrange for a FREE DEMONSTRATION of Quick Silver in my own office.

☐ I'd like more information about Quick Silver. Please send your FREE folder.

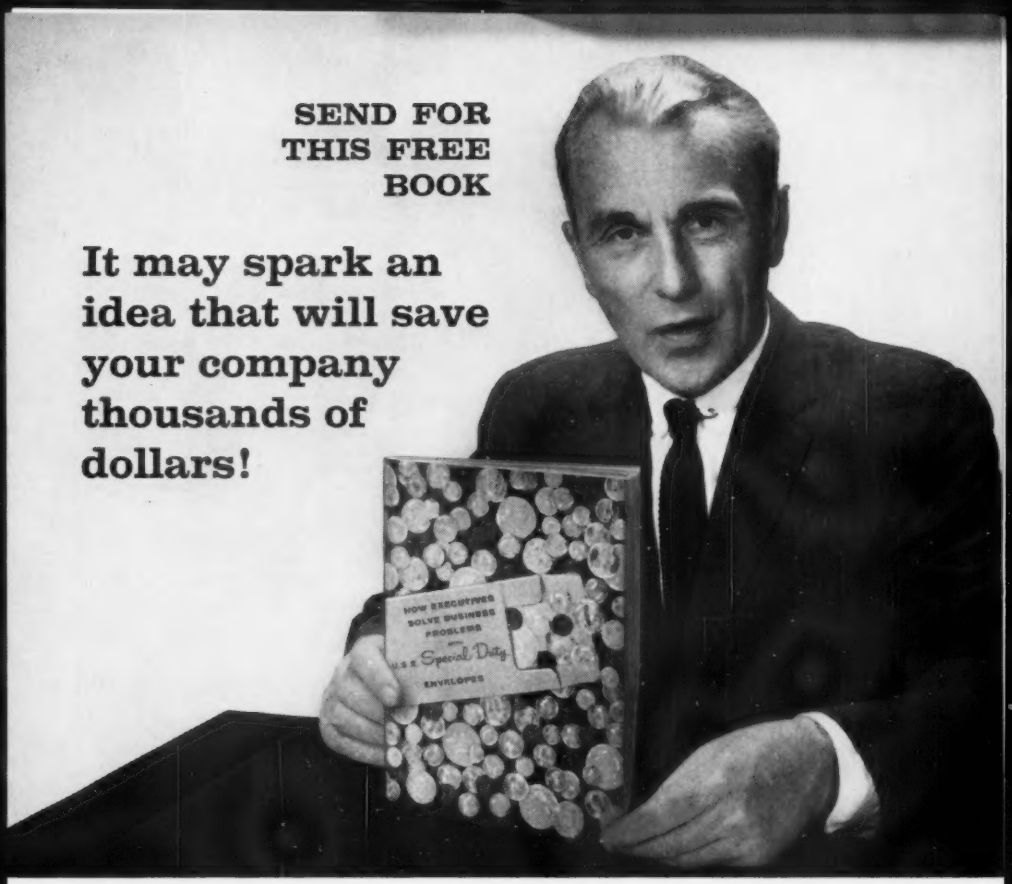
Name _____

Company _____

Address _____

O-11

For More Information Circle No. 307



One large company reports a saving of over $40,000 a year with U. S. E. Special Duty envelopes. Of course, your company may not be able to save that kind of money. But substantial savings result in many ways. For example:

Do delays in the mail bother you? Special Duty envelopes speed delivery. Are collections slow? Special Duty envelopes have improved the collection systems in many, many companies. Do you have bottle-necks in office work, filing, production . . . ? Special Duty envelopes are solving such problems.

Consider this fact: every working day you put an important part of your business future in envelopes! That's why the right U. S. E. envelopes can play an important part in your business future.

Write to Advertising Department today and your free copy will be sent by First Class Mail.

United States Envelope Company

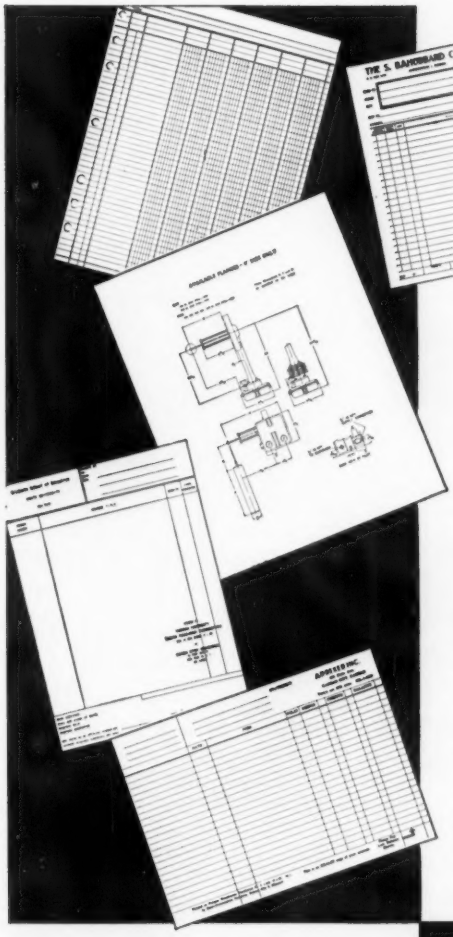
General Offices • Springfield 2, Massachusetts

Business benefits wherever the envelope is an executive decision

USE

EX 5

For More Information Circle No. 217



how to sharpen lines with Patapar® TRANSLUCENT PARCHMENT

• Type or write on any kind of paper. Then feed it through a direct copy machine. Do the same thing with a sheet of Patapar Translucent Parchment.

Compare the copies. Copies made from the Patapar Translucent Parchment will be sharper *every time!*

Ozalid, Bruning and similar diazo type copy machines work best when they don't have to work *against* the master sheet. Patapar Translucent is a unique material which doesn't present a diffusing barrier to the ultra violet light from these machines. It transmits the light from the high-pressure mercury vapor lamp in *straight* lines to the copy paper. It doesn't diffuse it . . . bend it . . . reflect it. You get copies with crisp, sharp lines. Exactly as sharp as the lines on the Patapar master sheet.

Printed Patapar Translucent office forms will add even more readability, speed, convenience and ease to your daily communications. The carefully prepared surface of this Translucent Parchment is ideally suited for the sharp and precise printing necessary in form make-up. This same quality eliminates feathering, regardless of the type of pencils, pens or typewriters used to fill in the forms. If you use Ozalid or Bruning (diazo type) copy machines, please request samples of PATAPAR on your company letterhead.

75th ANNIVERSARY · SPECIALTY PAPERS FOR INDUSTRY · SINCE 1885

PATERSON PARCHMENT PAPER CO.
BRISTOL, PA.

Sales Offices: New York, Chicago
West Coast Plant: Sunnyvale, California

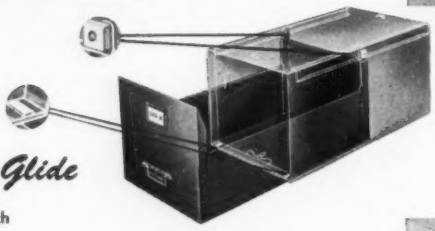
For More Information Circle No. 224

CUT THE COST OF STORING YOUR RECORDS

with RFi **DUAL PURPOSE** NYLO-GLIDE FILES

JUST COMPARE!

Dual Purpose file units are so reasonably priced you can afford the permanent protection and operational savings of a quality record storage system . . . and . . . they are so attractive and functional they make an ideal active reference file.



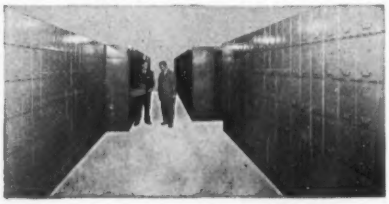
Nylo-Glide
Effortless—
Feathertouch
Operation

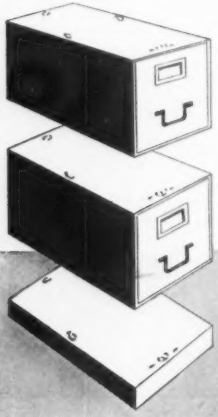
Drop Handle
90° Stop
Prevents
Pinched Fingers

Label Holder
Instant
Record
Identification

ONE FILE FOR BOTH ACTIVE - INACTIVE RECORD HOUSING

Dramatic savings in initial cost . . . maintenance . . . access time . . . space utilization . . . expansion ease.





ADD AS MANY
UNITS AS YOU NEED

SAVE SPACE!

For efficient record transfer from active reference areas to storage area, simply exchange the fully loaded file unit with an empty unit from your storage area . . . it is fast, practical, economical.

Add a base unit and you have a file unit tailored to meet your specific needs . . . manufactured by the creators of EXPANSION PLANNED file units for all record filing systems.

RFi **RECORD FILES INC.**
WOOSTER, OHIO

For More Information Circle No. 208

Advertisers Addressing System, St. Louis, uses 7 Bunn Machines—ties up to 700 sacks of mail per day.

Lettershops everywhere prove:

It's too costly to tie by hand

Direct mail processors across the country, where Bunn Machines have modernized mail and bundle tying, report:

. . . *"Tying time cut 60%"* . . . *"We tie up to 15,000 units an hour"* . . . *"Without our Bunn Machine, we'd need 10 extra people"* . . . *"Has repaid its cost over three times in five years"* . . . *"Bunn tied bundles don't come apart even in rough handling."*

Anything you now tie by hand—mail for bulk postage rates, printed sheets, folders, packages—can be tied neater, tighter and up to 10 times faster on a Bunn Machine. Average complete tie takes about 1½ seconds.

Size or shape makes no difference. The machine adjusts automatically and always ties a slip-proof knot that stays put. Used in hundreds of U.S. Post Offices. Easily operated by anyone and virtually maintenance free.

0847

BUNN

B. H. BUNN COMPANY

PACKAGE TYING MACHINE

For Over Half a Century

7605 Vincennes Ave., Dept. OF-110, Chicago 20, Ill.
Export Dept.: 10406 S. Western Ave., Chicago 43, Illinois

For More Information Circle No. 279

NEW exclusive advancements set new performance standards

LIBERATOR 400 Meets every demand for quality work at a small investment. Automatic feed . . . accurate registration . . . post card to legal size. Uses clean-to-apply paste ink . . . internal brush inking. Receiving tray has adjustable side guides and efficient back-stop stacker. Dual-pad side guides on feed table are adjustable to all widths and lengths of stock. Feed table capacity, 225 sheets. Produces up to 4000 copies per hour.

LIBERATOR 500 Finest hand-operated duplicator ever built. New front "pull-in" feeding mechanism provides positive feeding of single sheets, eliminates need for adjustable rubber pressure pads. Feeds light-weight paper to card stock, post card to legal size. Hairline registration. Closed cylinder uses easily-applied paste ink; ink container (tube) screws directly into cylinder, assuring absolute cleanliness. Internal brush inking. Up to 5000 copies per hour.

LIBERATOR 600 New, exclusive developments mark the Model 600 as the most advanced electric stencil duplicator available. "Pull-in" type feeding mechanism eliminates need for rubber pressure pads, give positive single-sheet feeding of any size, any weight stock from post card to legal size. Paper supply on feeding table can be replenished without stopping machine, permitting continuous, high-speed production. Simple adjustment raises or lowers printing position. Two speeds. Produces up to 6000 copies per hour

Speed-O-Print Corporation

1801 WEST LARCHMONT AVENUE
CHICAGO 13, ILLINOIS

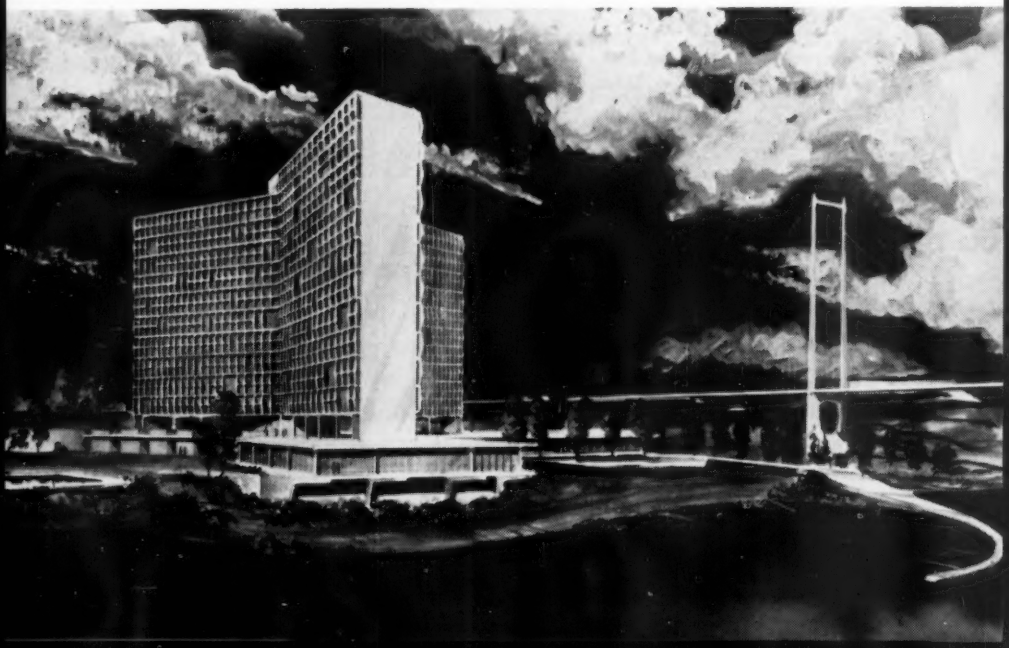
MAKERS OF WORLD'S FINEST DUPLICATORS AND OFFICE MACHINE PRODUCTS

For More Information Circle No. 209

Camera!

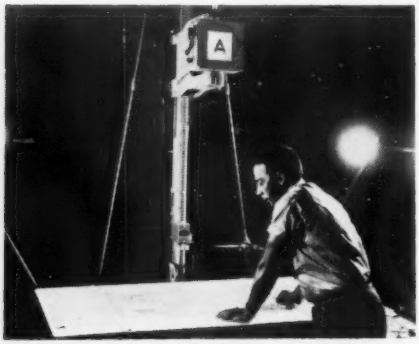
Agnes A. Budd, personnel assistant, and Herbert V. Nannen, vice president, Chemical Bank New York Trust Co., watch one of the bank's three ABA Friden Flexowriters with Thomas H. Murray (right), manager, New York Systems Div., Friden, Inc. Punched cards for special checking accounts are fed to card-to-tape converter to produce punched tape. This is then fed to a Flexowriter which transcribes name and account number in magnetic characters on paper offset master at 400 imprinted checkbook orders per hour with mis-sorts of less than ½%.

Phillip T. Markwood of Ohio State University won a $1000 scholarship award for his design of an office building. Its three-pronged plan takes advantage of the views up, down and across a river. Subsidiary elements, such as underground garage, pool and boat basin are closely organized and well related to the office tower. Contest was sponsored by Tar Products Div., Koppers Co., Pittsburgh.



The Army Rocket & Guided Missile Agency's complete file of over 850,000 active drawings and 1½ million historical drawings and documents are on microfilm aperture cards at Redstone Arsenal, Huntsville, Ala.

All of the Army's Rocket Records



Prime contractors supply microfilm records but 30,000 drawings of smaller contractors are microfilmed monthly.

Operator verifies the previously punched card and mounts the corresponding microfilm in it at an average of 3000 a day.

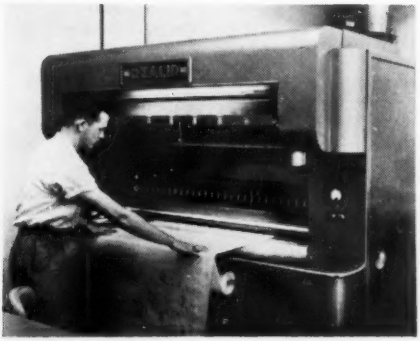
This machine can produce 600 duplicate microfilm cards an hour.

Engineer makes enlarged paper copy of microfilmed drawing in ten seconds.

ARGMA documentation center uses desk microfilm viewers to approve, control and select drawings in the active files. Closed circuit television is being considered to bring filed documents to engineers.

Are on Microfilm Aperture Cards

Machine prints 20 ft. a minute of enlarged paper drawings from microfilm cards.



Whiteprinter can quickly produce paper-to-paper duplicates of drawings.

Aperture cards are rapidly filed, sorted and selected by machine.

Same cards print out tabulated data including their disposal schedule.

Function and decor are combined in the New York offices of ACF Industries, Inc., designed by Ebasco Services, Inc. This supervisor's office, only 9 by 15 ft., gives impression of spaciousness.

ACF Industries' New York Offices

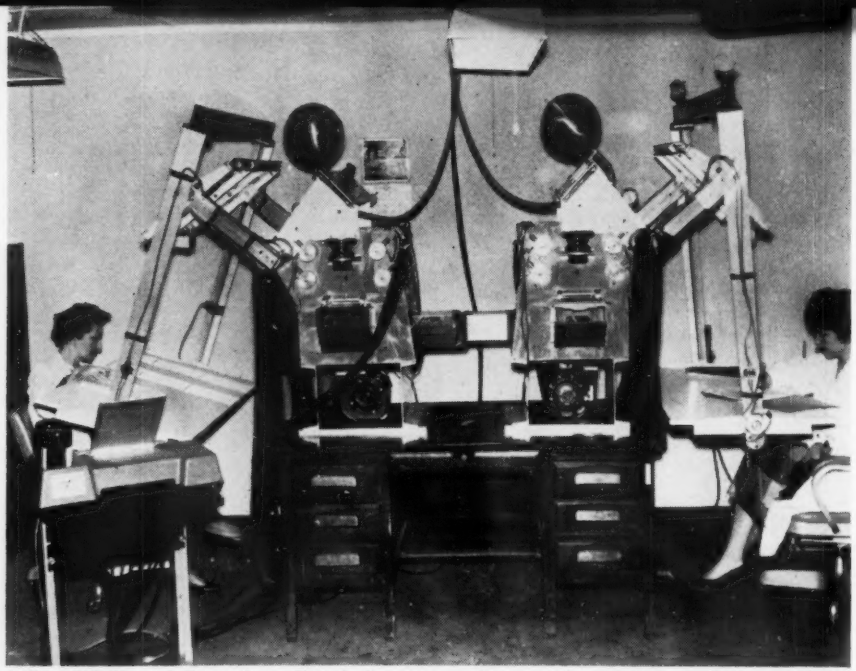
Multipurpose board room has combination movie screen and magnetic chalk board. Room divider, near entrance, isolates informal seating arrangement at left and provides service facilities for executive luncheons.

Corridor to executive offices. Planter relieves expanse of walnut paneling at left. Wall at right is covered with grass cloth. Wire mesh screen hides watercooler at rear. (See page opposite.)

A clerical area in the ACF offices has recessed file cabinets under Formica faced storage cabinets, and acoustical tile ceiling.

Secretaries and executive assistants have ready access to executive offices directly opposite at right. Wire mesh dividers, planters and book shelf-storage units afford some privacy to secretarial groupings and relieve the "corridor" effect.

The president's secretary works here. His office door is at right. Files are recessed under paneled storage cabinets. Cane chair backs match cane face of desk.



Milda Vitols and Rose Ann Giambalvo scan enlargements of 35mm. photos of flying atomic particles at Brookhaven National Laboratory, Upton, N. Y., looking for strange particle events which are photocopied for study. Formerly these were traced by hand.

Photocopying Aids Atomic Research

At left: Quick-Silver sensitized paper is exposed to projected image for about 30 seconds. At right: Dry, permanent copies emerge from the Quick-Silver processor for referral to physicists. Photocopy equipment is made by Peerless Photo Products, Inc.

Computer for Investment Brokers

Nick Covato, sales manager of Bruno-Lenchner, Inc., Pittsburgh and Greensburg, Pa., stockbrokers, writes a buy order form.

Norman Eisenstat, vice president and head of the trading department, puts the stock order on the Teletype.

Eleanor Heller enters stock order information into Monrobot IX electronic computer which processes the operation in fractions of a second. One girl now does the work of a calculator operator, typist and checker in far less time, according to John J. Bruno, president.

Final step (at left) is sorting carbon copies for customers, salesmen, accounting and filing.

Monroe Calculating Machine Co. engineered the computer for investment data processing in cooperation with Jack Stevens, Bruno-Lenchner controller. The programing can be used throughout the industry.

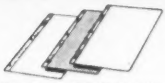
Judith Waitsman at keyboard of the 12-state automatic communications system at the Miami offices of Mackle Co. and General Development Corp. Installed to provide more information and faster service to Florida homeseekers, the 3100-mile network uses a 83B2 Teletype system, puts sales headquarters and nine development sites in direct contact with realty and branch offices.

Communications for Homeseekers

When a sale is made, Teletypist perforates details on a paper tape and places it in transmitter. Simple, two-letter code in the tape automatically delivers message to the Miami control office which, in turn, flashes sale to all points on the circuit to prevent duplicate sales. Here, in the control office, are supervisor Jim Nichols and Dale Hopkinson.

Aico Index Tabs have inserts that are typewriter-spaced! Just click your spacing lever to automatically position the tab title on the insert (no time wasted soft-rollering). And Aico Index Tabs are made with ¼", ⅓" and ½" inserts to accommodate one-, two- or three-line titles. Available in a complete selection of tab styles and colors.

At your stationers.



"Rip-Proof" Sheets —Edge-reinforced with Mylar —in bond, mimeo and duplicator finishes.

Indexes—A complete selection of tab styles and colors. Mylar -reinforced!

AICO

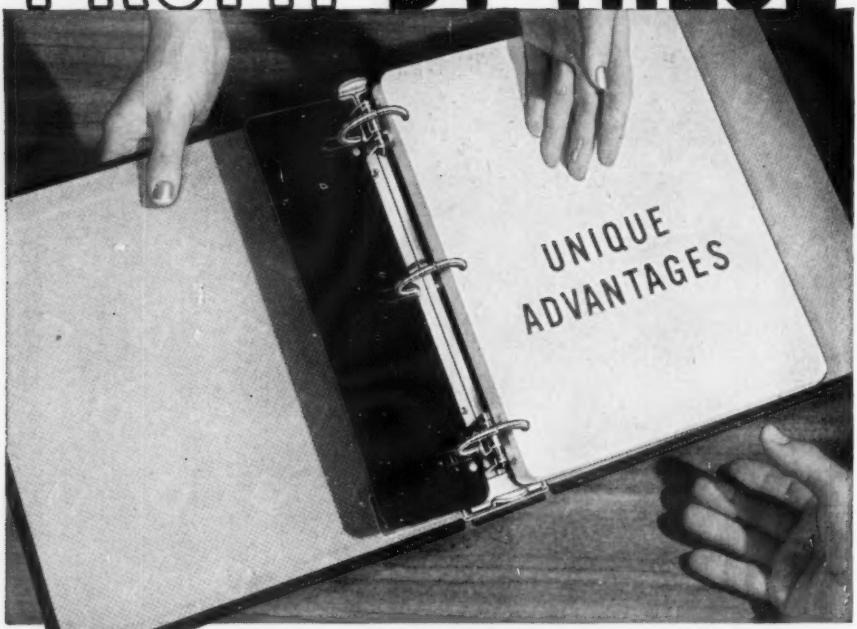
G. J. AIGNER COMPANY

426 S. Clinton Street • Chicago 7, Ill.

World's leading manufacturer of indexing products

For More Information Circle No. 249

PROFIT BY THESE



With S-O Ring Binder Features

You've got to hand it to this fast-selling binder! Start with the Built-in Automatic Sheet Lifter . . . notice how it will carry sheets freely over the rings, without resistance of friction. Then there are the incomparable "Slide-Opening" rings . . . which completely eliminates sheet-spill as they s-l-i-d-e gently apart; and which close without snapping shut and tearing sheets, as with old-fashioned binders. Still another advantage . . . the recessed metal hinge that prevents unsightly desk mars and damaging scratches.

Add to this list such exclusives as: 300% longer sheet life without reinforcing holes, plus the special ring design permitting 20% more capacity, and you have the FAULTLESS S-O Ring Binder — Quality-made by

Recessed metal hinge . . . can't scratch!

STATIONERS LOOSE LEAF COMPANY

246 East Chicago Street • Milwaukee 1, Wisconsin
114-116 East 13th Street • New York 3, New York

Your Best Buy . . . it's FAULTLESS

For More Information Circle No. 206

Diehl

Automatic
Calculating Machine

Diehl

CALCULATING MACHINES, INC.

527 MADISON AVENUE, NEW YORK 22, N. Y.

Telephone: ELdorado 5-6066

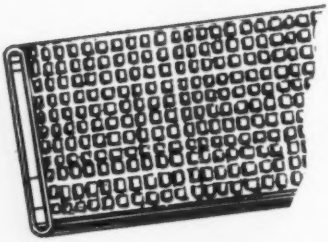
For More Information Circle No. 295

WHY PAY HIGH WAGES

to attach label holders when you stick 'em on yourself.

HOL-DEX gives you a permanent self-adhesive label holder that is guaranteed for the life of the fixture.

Just pressure of the finger and its on.



Special latex cloth adhesive with patented miniature vacuum cups assures permanency over the years.

Seamless tube of heavy transparent plastic keeps labels constantly visible and dirt free.

BOOST morale - enjoy good housekeeping in your stockroom and office by labeling with HOL-DEX.

Standard 6-inch lengths in 3/8" - 1/2" - 3/4" - 1" & 2" widths. Lengths up to 36 inches available. Stock colors: Clear, Green, Blue, Red, Lemon

Sample and literature available upon request. YOU'LL FIND MANY MONEY-SAVING WAYS TO USE HOL-DEX.

CEL-U-DEX CORPORATION New Windsor, Newburgh, New York

For More Information Circle No. 211

Roneo 250, the handiest portable duplicator, weighs only 29 lb. It's compact, only 10 x 12 x 13 in. but accommodates a full size stencil. Will produce printing press quality text and halftones. Completely automatic inking gives up to 26,000 copies per lb. of ink. First copies are usable. Has automatic counter, headspace adjustment and single lever control. See your dealer or write: "addo-x inc," 300 Park Ave, New York 22, New York, Pl 5-5420

RONEO

For More Information Circle No. 250

Look! no hands!

Now, no other small-size copying machine makes copying so fast, easy, and economical! With Bruning's great new Model 120, you make copies in a single pass through the machine. No manual separation of original and copy after exposure. No reinsertion of copy for development. The Model 120 automatically separates copies and originals and stacks them. And you get the copies in seconds for only 1¢ each for materials for letter size. See for yourself how this one-and-only multipurpose copying machine can slash clerical time and work, save you in countless ways for general office copying. Use the coupon below for fast action.

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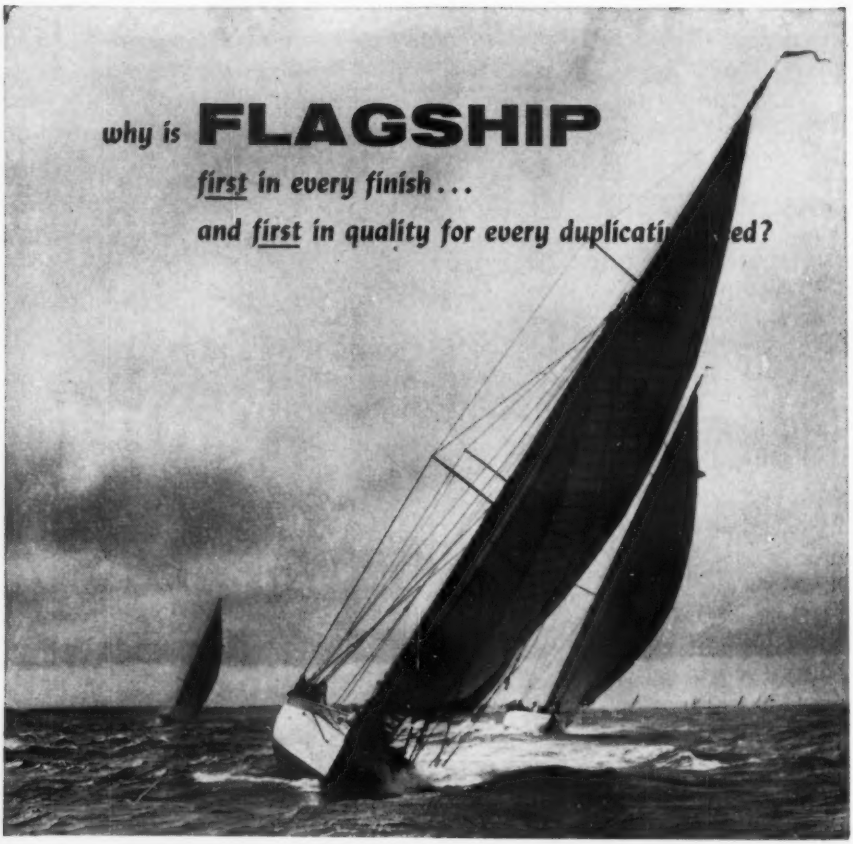

The FLAGSHIP Line of metallic back carbon papers has earned its number one rating by superior performance. When you offer FLAGSHIP your customers get longer wear, cleaner copies without feed-roll streaks, and the non-slip and ease of handling features that only FLAGSHIP provides—all at no extra cost! Ask the dealer who has a FLAGSHIP franchise and he'll tell you that with FLAGSHIP you'll sell more carbon easier than you ever have. And repeat orders go to you because your franchise is protected.

But FLAGSHIP is only a part of a broad line of fine Allied products—for every duplicating need from orange diazo carbons, a complete line of spirit products, to fluid-eradicable ribbons.

The franchise may be open now in your vicinity.

Write today for more information on how to make your carbon and ribbon sales an important profit producing source for you.

ALLIED CARBON AND RIBBON MANUFACTURING CORPORATION

General Offices and Factory: 165 Duane Street, New York 13, N. Y.
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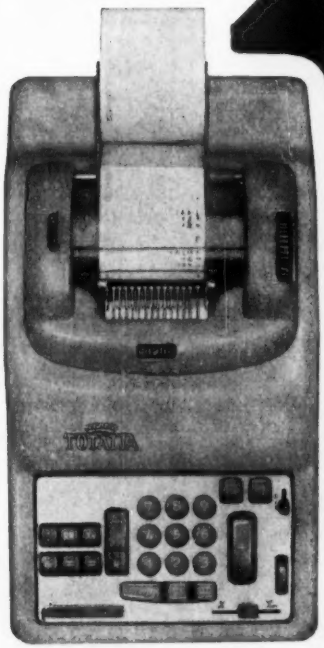
For More Information Circle No. 251

DIVISION

Mod. 8381



12 +
12 +
24 T

24 +
12 −
12 T

12 X
12 =
144 T

145 :
12 =
12 Q

1 T

- **The Most Complete, Versatile and Practical Printing Calculator**

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Distributing Centers in U.S.A.
NEW YORK, Check Writer Co., 565 Broadway
CHICAGO, Import Office Machine Co., 159 N. Dearborn St.
SAN FRANCISCO, Northwest Lagomarsino, 639 Howard St.
LOS ANGELES, Wholesale Business Machines, 7525 Beverly Blvd.
HOUSTON, Adding Machines Distributing Co., 2223 Caroline St.
DALLAS, Wholesale Office Machines Co., 2000 North Lamar St.
LOUISVILLE, KY., Import Business Machines Co., 1503 Bardstown Road.
PUERTO RICO distributor: SAN JUAN, Real Hermanos Inc., Calle Tanca 250
CANADA distributor: TORONTO, Nauta Bros., 3615 Danforth Ave.

TOTALIA

For More Information Circle No. 109

Rose

Makers of the world famous patented "STA-CLEAN" metallic protective-coated master units
U.S. Pat. 2,671,734

A reputation for quality is one of the most cherished possessions a business can have. Such a reputation is not gained through special promotions, nor through advertising, nor through short-term, "flash in the pan" performance.

A reputation for quality *is gained* through painstaking attention to detail, continuous testing and control, and forward-looking research—over the long haul.

The Rose reputation for quality was hard earned. It is not taken lightly. And viewed in the light of our increased research efforts and expanded research facilities, this reputation seems destined to grow.

It is our pledge that it will.

Adolph Rose

Adolph Rose, President
ROSE RIBBON & CARBON MFG. CO., INC.
Harrison, New Jersey, U.S.A.
A subsidiary of Bemis Bro. Bag Co.

Specializing in Master Units
Spirit & Hectograph Carbon Papers

BEMIS

For More Information Circle No. 427

your complete line of money-makers:

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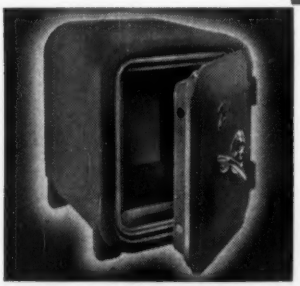
Here is the opportunity of your lifetime! The complete line of low-priced REGNA cash registers and adding machines means: PROFITS, PROFITS and more PROFITS!

Fascinating, jet-aged models meet every demand of today's and tomorrow's business-builders. Choice of electric, hand, 10-key or full-keyboard.

Send today for information and literature.

Move fast — it's profitable!



JOELI fireproof safes, of revolutionary new design, sweep the world with fantastic sales success. Several sizes and models available.

It's low-priced! It's profitable! Mail the coupon. Mail it today. Mail it NOW!

REGNA CASH REGISTERS INC.
175 Fifth Avenue, New York 10, N. Y.

Gentlemen:
Please rush more information on the complete line of REGNA cash registers, REGNA adding machines, Joeli fireproof safes, and outline advantages of becoming an independent Regna-Joeli Dealer.

NAME .....

ADDRESS .....

CITY .....

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In Canada: Regna Cash Registers of Canada Ltd.
704 Notre Dame St. W. Montreal, Que.
OUTSIDE CONTINENTAL U.S.:
Jorgen S. Lien, Box 522, Bergen, Norway

For More Information Circle No. 293

■ *One of the many extras that make GF office furniture so much better*

How much "mileage" will you get?

THAT OFFICE CHAIR OF YOURS travels a lot farther than you might think in the course of a year . . . back and forth, sideways, in circles. Actual estimates by our demon statisticians indicate that 8¼ miles a year would be an average figure.

THE WHEELS YOU TRAVEL ON are your chair casters. The body you ride in is your chair frame. Both take a beating. That's why we "torture-test" everything from chair frames and seats to casters. We do it so you can be *sure* of getting extra "mileage" and long life when you buy GF Goodform office chairs. The General Fireproofing Co., Dept. **L-38,** Youngstown 1, Ohio.

GENERAL FIREPROOFING
BUSINESS FURNITURE

For More Information Circle No. 292

How to Reduce Paperwork On Accounts Payable

HARRY L. KUNZE, Controller, Baso, Inc., Milwaukee

RISING COSTS make it necessary for the accountant to examine every record produced to determine its significance to the accounting function. Mere mechanization is not enough. Each record must have sufficient use to justify its creation. Our company carefully examined our method of processing accounts payable. As a result we developed a method which eliminates the conventional purchase journal and vendors' ledger.

All purchase invoices are audited by our purchasing department to make certain that the merchandise or service has been received, that it checks with the purchase order, and that quantities shown on the receiving slip, prices and extensions are correct. The cost department places a stamp on the invoice showing the number of the account or accounts to be charged and forwards the invoice to the accounting department for payment and recording. The invoices are sorted by batches (ordinarily invoices received the preceding day) in alphabetical order according to vendor. Cash discounts are figured and noted on the invoices.

Voucher checks are prepared on a bookkeeping machine. The remittance advice portion contains individual invoice numbers, amounts and discounts. Checks are prenumbered and numbers are noted on paid invoices. One check may cover several invoices. The individual invoice numbers and amounts give us sufficient detail concerning the payment and enable the vendor to relate the payment to specific charges. The machine automatically deducts discounts and computes net payment and, for each run, accumulates totals of debits, credits and net amounts which are compared with an adding machine total of the invoices.

Checks are protected and signed with two signatures, one of which is normally the controller who reviews the checks and invoices. All checks which are not immediately released are held in a tickler file by due date so that invoices may be paid according to their terms and all allowable discounts taken.

The journal entry for the foregoing is:

Accounts Payable	$5350.10	
Cash—Particular Bank		$5340.09
Discount on Purchases		10.01

This entry is made by bookkeeping machine with each total entered on a separate sheet. The accounts payable amount is gross, and the debit entered here is to offset the liability to be recorded in the next operation. Payment operations are completed before other recording operations to prevent delay in issuing checks and the loss of cash discounts.

To record costs and expenses, all

BASO INC.
VULTEL INC. – SUBSIDIARY
WATERTOWN, WISCONSIN

INVOICE NO. W 2762
DATE 2-19-60
SHIPPED VIA ORDMAN

YOUR ORDER NUMBER	ORDER DATE	SALESMAN	TERMS	SHIPPING DATE	
	2-17-60		NET 30	2-18-60	551

CHARGE TO: BASO INC
4000 W. BURNHAM
MILWAUKEE, WIS

SHIP TO:

QUANTITY ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	SHIP REF. NO.	LIST PRICE	EXTENSION
			ORDER 11881			
8350		20592-1	STOP WASHER	24152	19 81/M	165 41
			ORDER 12041			
3393		21172-3	LEAD IN	24154	14 40/M	48 86
			ORDER 11975			
7060		21172-2	LEAD IN	24153	14 40/M	101 70
			ORDER 11558			
2070		23032-2	PILOT TIP	24158	14 40/M	29 57
			ORDER 11852			
3328		23732-1	PILOT TIP	24169	8 75/M	29 12
					TOTAL	906 01
					NET PRICE NET	906 01
					SHIPPING & INSURANCE	
					TOTAL	906 01

SHIPPING ORDER 21377

NO STATEMENTS WILL BE ISSUED UNLESS SPECIFICALLY REQUESTED.

PLEASE MAIL REMITTANCE DIRECTLY TO WATERTOWN, WISCONSIN

ALL CLAIMS OR DEDUCTIONS MUST BE MADE WITHIN 30 DAYS OF RECEIPT OF GOODS
SELLER HEREBY REPRESENTS AND WARRANTS COMPLIANCE WITH THE REQUIREMENTS OF THE FAIR LABOR STANDARDS ACT OF 1938, AND ITS 1949 AMENDMENTS.

2762

FORM W-100-001 1

DUPLICATE INVOICE

W 2767	W 2773	W 2777	W 2781
2-19-60	2-23-60	2-23-60	2-23-60
ORDMAN	ORDMAN	ORDMAN	ORDMAN
561	591	561	591
30768	49 70	1392 00	176
50758	49 70	334 98	100
64 34	7 35	1733 69	
	7 35		
	7 10		
1999 52	121 20	3440 61	276
1999 52	121 20	3440 61	276
1999 52	121 20	3440 61	276

After audit by purchasing department, cost department stamps invoices to show account number or accounts to be charged and forwards invoices to accounting department for payment and recording. Invoices are sorted alphabetically by vendor and cash discounts figured.

BASO INC.
P. O. BOX 461 — MILWAUKEE, WIS.

No. 00000

TO
THE CITY BANK AND TRUST COMPANY, MILWAUKEE, WIS.

MARCH 1 1960

12-75
715

PAY EXACTLY $5340 AND 09 CTS $ 5,340.09
TO THE ORDER OF

VULTEL INC.
1007 S 12TH ST.
WATERTOWN, WIS.

BASO INC.

SPECIMEN

BASO INC. MILWAUKEE WIS.

DATE	MEMORANDUM	DEBIT	DEDUCTION	BALANCE
	2762	906.01		
	2767	879.52	8.80	
	2773	121.20	1.21	
	2777	3,440.61		
	2781	2.76		5,340.09 #

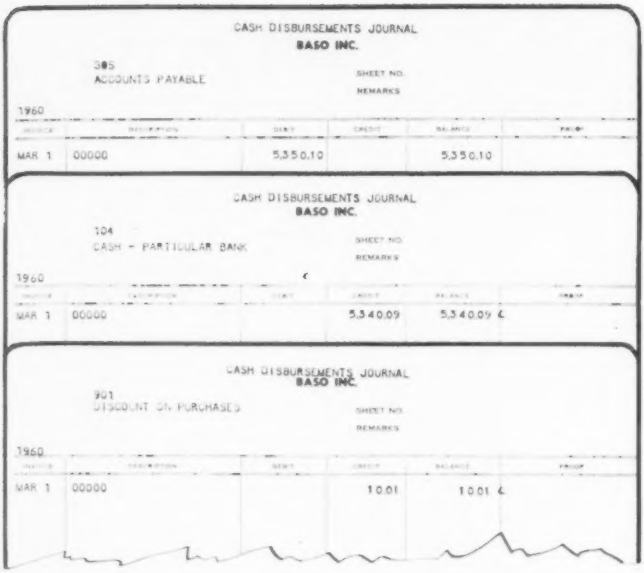
Checks are written by accounting machine and one check may cover several invoices. The above is for those on the opposite page. Checks are prenumbered and number is noted on respective invoices.

entries affecting one account are made at one time. Invoices are sorted according to account numbers placed on them by the cost department. A journal entry is then made by bookkeeping machine:

Raw Materials & Parts	$5325.54	
Supplies	2.76	
Sales Expense	21.80	
Accounts Payable		$5350.10

Each date, debit and voucher check number is entered on a separate sheet for each account, and total amount is credited to accounts payable sheet. The latter entry sets up the liability which is offset by the payment debit illustrated earlier.

Normally, invoices are recorded on the working day after receipt by the purchasing department. At month's end all invoices received during the month



CASH DISBURSEMENTS JOURNAL
BASO INC.

305
ACCOUNTS PAYABLE

SHEET NO.
REMARKS

1960					
MAR 1	00000	5,350.10		5,350.10	

CASH DISBURSEMENTS JOURNAL
BASO INC.

104
CASH – PARTICULAR BANK

SHEET NO.
REMARKS

1960					
MAR 1	00000		5,340.09	5,340.09	

CASH DISBURSEMENTS JOURNAL
BASO INC.

901
DISCOUNT ON PURCHASES

SHEET NO.
REMARKS

1960					
MAR 1	00000		10.01	10.01	

The entries are made in the cash disbursement journal.

are recorded as of that month. Since invoices received on the last day of the month are covered by checks written on the first day of the following month, there is a balance in the accounts payable account at the end of the month representing one day's purchases. At the end of the year all unpaid invoices applicable to the year are included in accounts payable.

If an invoice shows two or more accounts to be charged, the journal entry for the first account is made and the invoice is inserted in the batch according to the second account number. This step is repeated for any remaining numbers.

As entries are made for costs and expenses, the accounting machine automatically creates a tape of debits and credits and accumulates any account totals desired or a grand total which must agree with the credit to accounts payable. As amounts are entered on the distribution sheet a new balance for the month is forwarded by picking up the old balance on each sheet and mechanically extending the new balance after recording debits and credits. At month's end each sheet shows a total which is posted to the corresponding general ledger account. End-of-month work is kept down because it is unnecessary to add entries on each sheet.

Each journal sheet replaces a column in a columnar cash disbursements book or columnar distribution journal. It performs the same function of accumulating totals which can be posted to the general ledger at the end of the month instead of posting each item individually. There is a limit to the number of columns that can be handled in any columnar record, and a sundry column is always required which ultimately causes posting problems. The use of

Then the costs and expenses are recorded. These entries were dated February because invoices were received that month.

DISTRIBUTION JOURNAL
BASO INC.

7922
RAW MATERIALS & PARTS

SHEET NO.
REMARKS

1960

INVOICE	DESCRIPTION	DEBIT	CREDIT	BALANCE	PROOF
FEB 29	00000	99.40			
	00000	906.01			
	00000	879.52			
	00000	3,440.61		5,325.54	

DISTRIBUTION JOURNAL
BASO INC.

3050
SUPPLIES

SHEET NO.
REMARKS

1960

INVOICE	DESCRIPTION	DEBIT	CREDIT	BALANCE	PROOF
FEB 29	00000	2.76		2.76	

DISTRIBUTION JOURNAL
BASO INC.

812
SALES EXPENSE

SHEET NO.
REMARKS

1960

INVOICE	DESCRIPTION	DEBIT	CREDIT	BALANCE	PROOF
FEB 29	00000	21.80		21.80	

DISTRIBUTION JOURNAL
BASO INC.

305
ACCOUNTS PAYABLE

SHEET NO.
REMARKS

1960

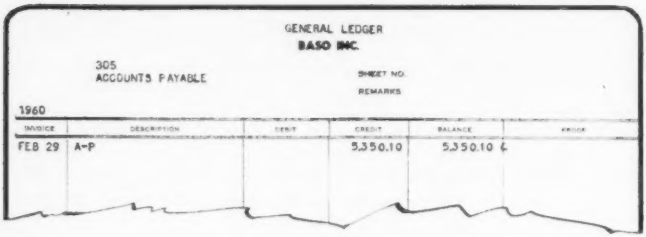
INVOICE	DESCRIPTION	DEBIT	CREDIT	BALANCE	PROOF
FEB 29	00000		5,350.10	5,350.10	

individual journal sheets in place of columnar records eliminates some of these difficulties. A sundry journal sheet could be used for miscellaneous inactive items, but we have found it easier to use separate sheets for each account. An individual sheet may be used for many months if the account is inactive. All journal sheets are 9″ x 11″ and identical with all ledger sheets.

After invoices are completely distributed and before they are filed by vendor, they are stamped "Paid" and the date of payment entered.

We do not have a regular purchase journal since we record invoices only as checks for them are prepared. Our accounts payable account shows no liability except for one day's bills at the end of the month. Because voucher checks are prepared as soon as invoices can be processed, there is no delay in recording costs and expenses. However, since we do not send out all checks written, those not released are in reality accounts payable and are so shown by means of an adjusting entry on any balance sheet prepared.

We have no subsidiary account with each vendor showing purchases and



GENERAL LEDGER
BASO INC.

305
ACCOUNTS PAYABLE

SHEET NO.
REMARKS

1960

INVOICE	DESCRIPTION	DEBIT	CREDIT	BALANCE	PROOF
FEB 29	A-P		5,350.10	5,350.10 C	

At month's end, cumulative total is posted to general ledger account. This balance is a month-end liability because the particular invoices were paid the following month.

payments as this information is not of enough importance to justify its posting. Any question about payment of any invoice can be easily traced by the check number on the invoice and the journal sheets.

Since several invoices may be paid with one check it is necessary to mail the check in time to cover the first due date. This means some invoices may be paid a few days earlier than required but any resulting loss in the use of the money is more than offset by the advantages gained by including several invoices in one payment.

Adding machine tapes of invoice amounts are compared with machine totals automatically obtained in the process of paying invoices. It might seem that the tapes are unnecessary because other proof totals are produced when distributing costs and expenses. However, additional flexibility is gained by being able to perform the latter operation some time after the payment operation, especially during rush periods, and the comparison proves the accuracy of check amounts before checks are signed or released.

Two journalizing operations are used as a part of the system: one for the payment of invoices, the other for distribution of costs and expenses. These could be combined by the use of equipment which can either create distribution cards at the same time that the other entries are being made or post directly to distribution sheets. We feel that direct posting would be slower than our present method, and that invoices themselves are satisfactory sorting media. The two runs we do on our present equipment are made quickly and help prove the accuracy of entries.

To show daily cash position, a memorandum account is maintained to which are posted each day's total of receipts and checks written. This is a memorandum account because postings are made to the ledger account for each bank only in monthly totals. The balance in the memorandum account gives the balance that would result if all checks were released. To it may be added the balance of another memorandum account which shows the amount of checks not released. This last step need be done only if the actual cash position is desired. The amount of checks not released can be ignored as long as the memorandum cash account shows a debit balance, but when cash balances are low it is necessary to record and watch closely the amount of checks not released. If cash balances are sufficiently large all checks may be released and keeping a record of unreleased checks avoided.

Engineering Drawings Are Expendable in This Self-Service System

GEORGE CLAYTON FIELD, Cutler-Hammer, Inc., Milwaukee

THE YEAR 1946 found us recovering from the war emergencies and war conservations. At Cutler-Hammer, Inc., we were again able to purchase steel files for blueprints and dispose of the packing cases we had been forced to use as a last resort. More important, we were able to think of improvements instead of war output. Just prior to this our routing department was given the benefit of the services of V. E. Morriss who, at that time, was able to turn his creative ability loose to bring about many needed improvements.

The first ailment that presented itself was our old fashioned blueprint charge out system. The method then used to supply and maintain prints for reference and manufacturing purposes was very costly. Often as many as ten employees were waiting for blueprint service. Prints could only be removed from file by clerical personnel who were responsible for that work. This was considered necessary because we assumed that to permit individuals access to the files would deplete the files and soon render them useless. The old method was justified, to some extent, because the high cost of blueprinting required maintenance of charged-out copies. It was necessary to mark each print with the latest change letter so that old prints were not refiled when returned.

One of the major changes we made was adoption of an expendable print system that permits use and disposal of prints by manufacturing and office departments without refiling for future use. The expendable print system began with a more economical means of print reproduction, such as offset duplicating.

After installation of offset duplicating by B. C. Sanders who was in charge of engineering service, and George Friedrich, office manager, the blueprint department went into action. They acquired a larger offset press and plate-making equipment. It was found to be most economical to make offset prints when at least 25 copies were needed. When quantities were small, such as for repairs and special drawings, we

could still use the old method. The ability to produce many prints at low unit cost generated the expendable print idea. A thorough cost study was made. We found that our overall cost for supplying prints would be considerably less by filing a larger quantity of low-cost reproductions to be used once and then destroyed, rather than stocking a limited quantity and refiling after use. File service also was greatly expedited. The success of this venture was helped by the able assistance of Roy Freiberg, supervisor of the blueprint room.

Another development, that helped to make expendable prints a success, was xerography for making offset plates. With the cost of prints greatly reduced, the self-service plan began to take shape. The first step was to re-arrange our four and five-drawer files to permit easy access. This meant placing them back-to-back with aisles large enough to permit employees to pass in and out and be able to open drawers. After using these files for awhile, Mr. Morris, in cooperation with J. H. Miller, introduced shelf files. This was a distinct improvement. With no drawers to open and using divided and marked sections, it was possible to select desired prints and leave with dispatch.

One of the greatest objections to self-service was the belief that users would not properly record prints taken from file. Improper recordings would make effective maintenance impossible. By making a study to determine how many prints actually had to be maintained for changes, we learned that less than 5% of the prints taken out required maintenance. The remaining 95% were used for one-shot reference purposes and for immediate manufacturing use. With no further need for drawings so used, they could be destroyed or returned to file. Under the old charge-out method, all changed drawings would be called in and new prints issued. However, many were never returned to be exchanged for up-to-date prints because their need had been satisfied with the original print. Under the self-service plan, to alert anyone who holds a print that changes on it have been made, he can put a tracer in the file. Should a drawing change occur while he is holding the print, he will automatically receive a new one while he is holding the old print.

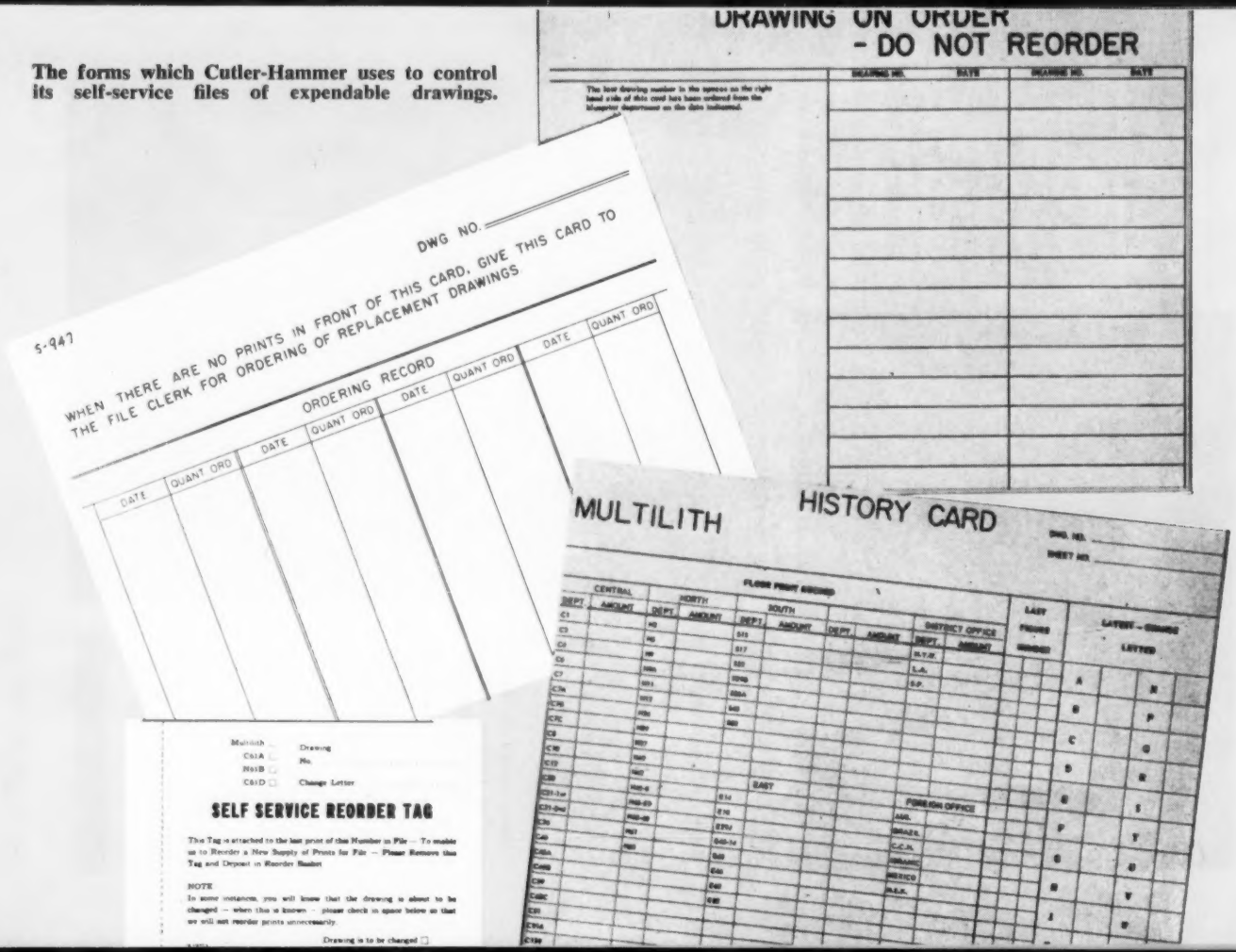
With the self-service system, it is necessary to provide proper file maintenance. To keep the required quantity of expendable prints in file and maintain them, a history card was designed. This is permanently filed with the prints of the same number. The form has space for the latest change letter and lists the various plants, district and foreign offices for mailing copies of prints. The history card is marked to show if the print is restricted to diazo reproduction because of its large size. Otherwise it carries the term Multilith.

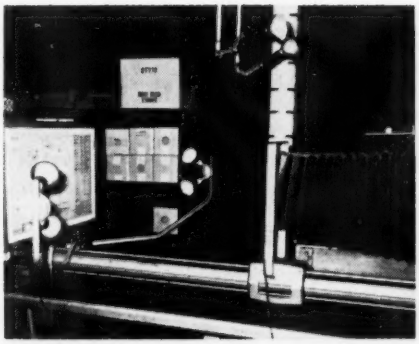
Another card of a different color, the order record card, is used for re-ordering offset prints for file. It has date and quantity columns for prints ordered. Amounts ordered are increased or decreased according to usage. Unlike the history card, this does not always stay in file. When a person takes the last print from in front of the reorder card, he also removes the card and puts it in the reorder basket. A clerk reorders prints from the blueprint

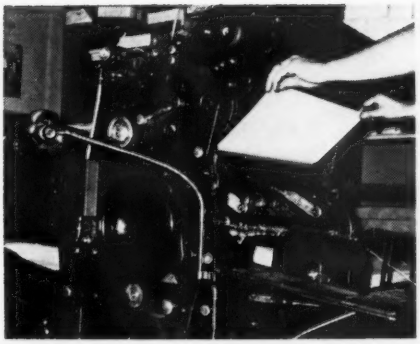
In the previous charge-out system, only file personnel could remove a drawing. Often a dozen other employees would be waiting for service. This method was justified because of the high cost of blueprinting in those days.

Since modern duplicating methods allow economical reproduction of plans, anyone can now go to the file and help themselves. Drawings need not be returned. Shelf files also added speed to the operation.

The forms which Cutler-Hammer uses to control its self-service files of expendable drawings.







When 25 or more copies of a drawing are needed, plates are made via the Xerox process (at left) and the drawing is reproduced by offset (at right).

room to replenish the file.

The quantities of diazo prints, for the central file, are kept up in a different manner. A self-service re-order tag with a gummed edge is attached to one print of each set on file. When this becomes the last print, the tag is detached and placed in the reorder basket. This self-service tag is also used by the sub-files of our other plants for reordering all their prints. All orders for prints from sub-files go through the central file which, in effect, is the main reservoir for prints.

For rapidly moving prints used in greater quantities, a reserve stock file is kept, for which quantities of 100 to 1000 prints are ordered at a time. The order record cards for these prints, in the regular file, are marked "see reserve stock." This leads the clerk to get the prints from stock instead of ordering more. This reserve stock allows getting more utility from the offset duplicators, does not overwork Xerox platemaking and reduces the number of orders handled.

We can say self-service works well because, during the entire ten-year period we have used it, we never had to resort to a replenishing project to build up our stock of prints; services have been improved and basic planning has not required changes. People have responded to this procedure because of the time saved by helping themselves. They find that they get better service by conforming to the rules.

To promote immediate service between central files and central engineering service sub-files, we have installed a direct phone between them. When a print is not in file in one place or the other, the self-service phone is used by pushing a buzzer, requesting print and waiting for it to arrive by pneumatic tube.

Because of the economies made, the engineering and drafting departments as well as district and foreign offices are now serviced by the central distribution center, controlled by the routing department. With this unified central distribution system and the improved methods, we are saving an estimated $50,000 yearly.

System for a Retail Florist

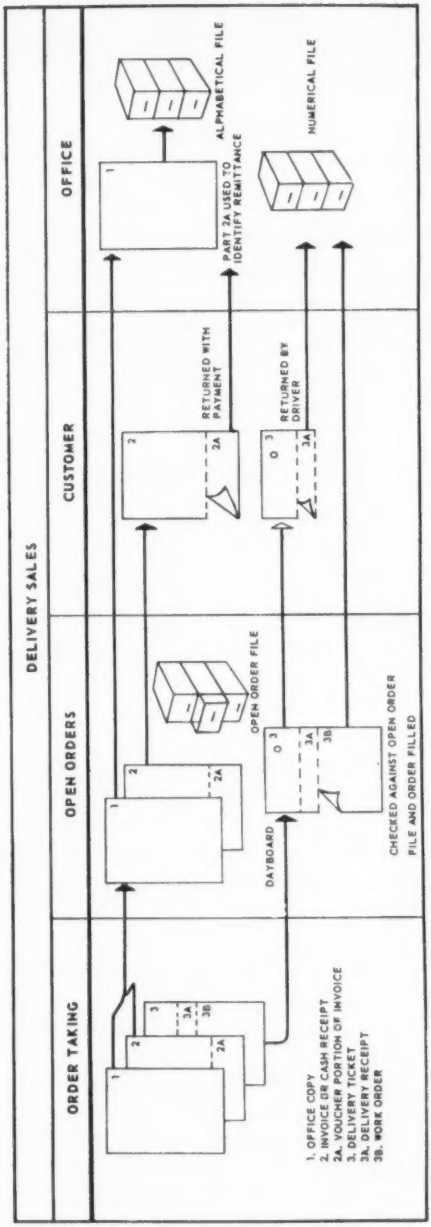
F. ROSSI, Owner, Lyric Floral Shoppe, Camden, N.J.

WE OWNERS of small business establishments have been following systems articles and new trends in paperwork procedures with great interest. An automatic procedure based upon complete mechanization is not necessarily the answer to every management ill . . . regardless of the size of the organization. However, the end results obtained through integrated operations and one-writing procedures can give us similar effects and are readily within our scope.

Our flower shop is, indeed, a small business, with only three employees, but customer service, accuracy and good accounting control are as important to the survival of our business as they are to big corporations. We, too, wanted to install a complete control source-document system which would eliminate as much manual labor, wasted time and writing errors as possible. G. S. Ericson, a forms consultant in our area, introduced us to a simple, handwritten three-part Moore Speedibook system. The forms set is designed so that all information required for the sale, preparation and delivery of floral pieces, plus complete accounting control, can be made at the moment the order is taken. The same form can be used for a carry-out or a delivery sale; cash or charge.

If the sale is a carry-out, the form is distributed as follows: part 1 is filed in the permanent cash sales file, if cash; or it is filed in the accounts receivable file until paid, then transferred to the permanent alphabetical file; part 2 is given to the customer as his receipt for cash; or it is mailed to him in a window envelope as an invoice. The top of part 3 is filed for delivery; the bottom is filed in a numerical file chronologically.

Since delivery sales are the greater part of our business, the control features are closely defined (see flow chart) but the same form provides all the control data which we require. After an order is taken, parts 1 and 2 are filed together as a unit in the open-order file according to delivery date. Part 3 is placed on a day board of the corresponding date. On the day that particular board is used, it is checked against the open-order file to eliminate the possibility of lost orders. The or-



der is then filled from the day board.

Part 3, printed on a heavier card stock, is perforated to make three vouchers and attached to the package. If delivery is made to a funeral home or hospital where merchandise is received by a disinterested party, a signature can be obtained on this portion of the delivery ticket to insure against complaint.

In due time, part 1 is placed in the accounts receivable file and part 2 is mailed to the customer as an invoice. The customer returns the voucher portion with his remittance. Voucher is numbered to prevent error in case of similar or illegible names. If remittance is not received within a reasonable time, a statement is prepared from the accounts receivable file. The voucher portion of part 3, returned by the delivery boy, is filed numerically in the chronological file.

This system has been in successful operation for over a year. The one-writing procedure controls all our operations. We do not risk a lost order because of the check between our open-order file and our day board. We have a complete numerical as well as alphabetical file to maintain a cross reference. We have flexibility to expand or contract our operation, due to peak seasons requiring additional part-time help.

Daily billing permits quicker collection of accounts receivable; there are no peakload billing periods or prolonged statement-writing operations. We don't even have to address the mailing envelopes. We feel we have achieved the results we need for the size of our business.

Entrance to new Manhattan offices of Michael Saphier Associates, office designers, is through plate-glass doors. Corridor flanked by photos of the firm's work leads to oval reception area.

How Planned

ONE OF THE COUNTRY'S leading office planning and design firms recently faced the problem of planning and designing its own offices in New York. The firm: Michael Saphier Associates. The problem: to determine whether to produce a purely functional office, or one highly designed where function was secondary. The functional office would fill the production needs of the company's business but would not be a showroom for its techniques and its talents; the highly designed office would be a prototype of only one of many varied possibilities in design but again would not be a showroom.

They determined on a compromise. The business of the company is to study clients' office requirements for the most practical and efficient operation with the greatest economy in utilizable space and, additionally, integrate design features so that the offices will be comfortable and attractive to personnel, and reflect, through design, an identity which unmistakably represents the personality of the firm and the nature of its business.

The compromise was a plan which would house the drafting, design, and engineering functions of the firm's business in such a way that segments of the plan could demonstrate space utilization and furniture layout for any office.

SIGN

a Decorator His Own Offices

Certain workspace would be as applicable to an accounting or a manufacturing business as it would be to the design firm's activities. The design of the executive areas and conference rooms would be worked out, not to the individual tastes of the firm's principals or the rigid requirements of an overall design, but each separately to illustrate different kinds of offices.

The result is that the offices at 488 Madison Avenue are showrooms of of-

General work area can be seen from production center office. Cork wall shows project directors' names and clients they handle. Strongly contrasting colors show that such areas can have color interest.

Departmentalized work stations are adjacent to the work center office: office manager, secretary to the vice presidents, chief estimator, budget supervisor, structural estimator. Space study, drafting and engineering departments are seen at left.

fice planning, design and such various materials as floor coverings, wall and ceiling treatments, airconditioning, lighting, furniture, filing and general office equipment, communications systems, and office machines.

All of the work stations or production areas are supervised from a private production center office which is, of itself, a machine. This is a square room with two adjacent walls of glass, one fitted with sliding panels. Outside this

Project directors' offices occupy enclosed cubicles supported on two file cabinets and one set of legs. Idea is to demonstrate flexibility of private offices in different types of businesses. Entire installation can be moved to another space or enlarged at will.

It's the latest, greatest achievement in movable partitions! Comes in 5 woodgrain finishes and 4 pastel colors of stain-resistant, easy-to-care-for plastic-finished Marlite that you mix 'n match to your heart's content.

And Workwall is economical! Its one, exclusive patented system accommodates any elevation from 42-inches to 12-feet.

Perfect for offices, industry, institutions, schools—wherever changing conditions require the flexibility of color-coordinated movable partitions.

Write now for our free catalog . . . and see for yourself how high-style movable partitions can be individualized at a low, low price well within your budget!

Coupon below brings catalog that tells all!

Workwall lends itself to numerous interior applications you should ask your dealer about.

Dealers in All Principal Cities.

WORK WALL

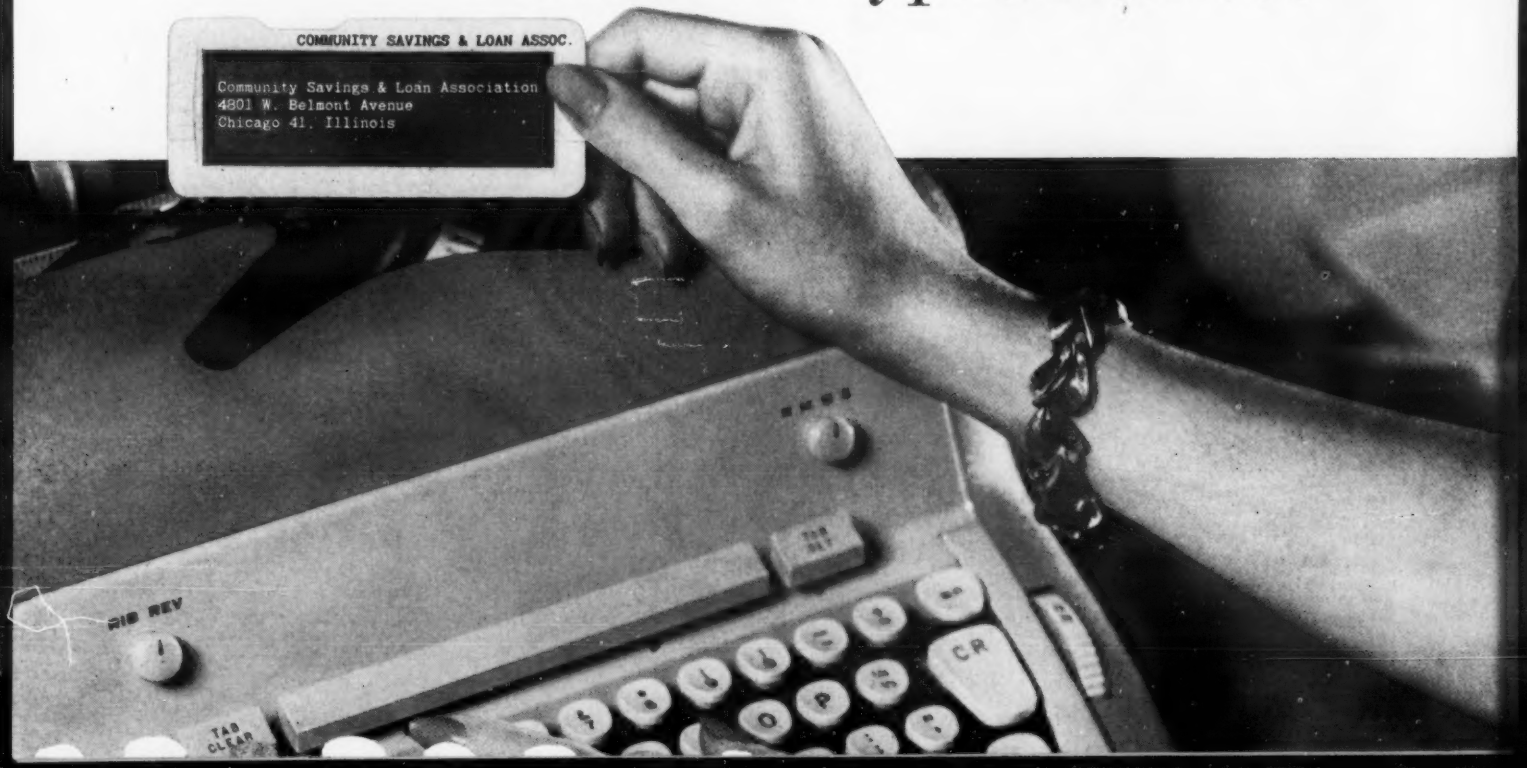
MOVABLE PARTITIONS AND PANELING
Division of L. A. DARLING COMPANY
Bronson, Michigan

WORKWALL DIVISION, Dept. 95
L. A. Darling Company, Bronson, Michigan
Please send Workwall Catalog No. 500.

Name_____
Company_____
Street_____
City_____ State_____

For More Information Circle No. 232

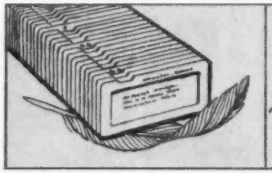
Anyone can type it on ANY typewriter . . .



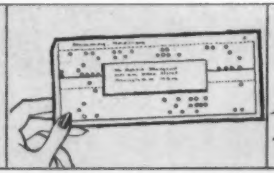
. . . the Elliott addressing stencil is that easy to make

YOU SEE, YOU DON'T NEED ANY SPECIAL EQUIPMENT to make the famous featherlight Elliott addressing stencil—a mere typewriter fills the bill. Anyone who can type at all can make these stencils, no fuss, no complications. And they cost only 2½¢ apiece as against the 8¢ of heavy, clumsy metal plates. They're so light that whole trays are easy to carry, never tire the operator. All makes for efficiency.

And there's an Elliott addressing system for every size mailing list, from hundreds to millions, a system for addressing small size cards or mammoth broadsides and everything in between.



LIGHTWEIGHT — *a whole trayload of 125 stencils weighs only 8 ounces.*



MAXIMUM SELECTIVITY: *Your Elliott can automatically imprint specially chosen names for any special job. Hundreds of selective addressings.*

TYPEWRITEABLE — *anyone who can run a typewriter can make Elliott stencils.*

ELLIOTT

35,000,000 Americans moved last year. The Elliott Addressing System easily keeps pace with your ever-changing mailing lists.

Elliott Addressing Machine Company
143 Albany St., Dept. O-110, Cambridge, Mass.

Please send me information about the cost-saving Elliott Addressing System suited to my size mailing list, which is.....

Name & Title _____

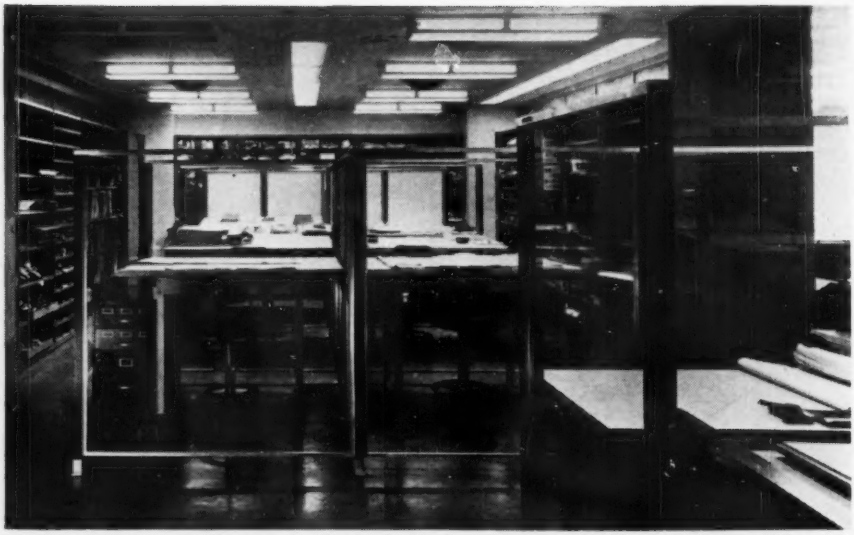
Company _____

Type of Business _____

Street & No. _____

City _____ Zone ____ State _____

For More Information Circle No. 110



Design department is formed by movable steel compartmentalized shelving on back wall and at left and right sides. Center section is movable partitions.

wall, at L-shaped desks, are the office manager, production department secretaries, estimator and specification chief. The other two walls of this production office are cork and pin-up rubber slabs. The cork wall is used for detailing jobs in progress and the second wall is used for pin-up presentations.

This room provides visual, as well as telephone, contact with all production personnel and with the executive area. It also has a closed circuit television camera so that the president of the company, in his own office, can inspect drawings and plans. The production center office and the work stations immediately adjacent to it could be applicable to any office work center, as well as to supervisory offices in large and small factories.

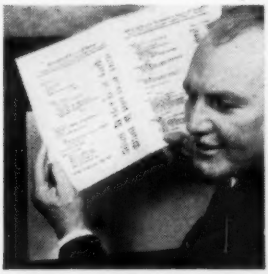
The company employs project directors who work in close association with both its clients and its drafting, design and engineering departments. To demonstrate the flexibility of private offices for businesses such as brokerages, publishing, accounting and central city sales, these project directors occupy enclosed offices supported on two file cabinets and one set of legs to form an L-shaped desk area. Attached to these are glass and porcelain enamel panels. The whole installation can be moved to another space or enlarged at will since it is self-supporting and is not attached to either floor or walls.

The design department consists of bins of many sizes and shapes around three walls formed by the bins themselves. Floorspace in the center consists of four private, glass enclosed cubicles for the designers. While these people work at drawing boards in the firm's offices, here again such a layout

Which Hammermill Graphicopy Paper will cure your headache?

Graphicopy Papers, like aspirin tablets, come in conveniently small packages. You can prescribe any of 19 different Graphicopy grades for office printing migraines. Ask yourself the questions below and then call your Hammermill supplier. Hammermill Paper Company, Erie, Pa.

Ashamed to sign some of the letters you send out? You won't be if you use crisp, bright Hammermill Bond.



Want to put your best foot forward? Your annual report makes a better impression on Hammermill Offset.

Does show-through sometimes mar a folder or booklet? Try Hammermill Opaque and save on mailing costs.

Annoyed when instruction manuals get dog-eared quickly? Tough, bulky Hammermill Cover will protect them.

Are your file cards limp and smudged with erasures? Put your new cards on stiff, strong Hammermill Index.

Raising the roof about delays? Business forms keep production moving. Whippet Bond moves fast on presses.

Have to get out 200 copies of a memo—rush? Finish the job quickly on lint-free Hammermill Mimeo-Bond.

Tired of hard-to-read bulletins, price changes, reports? Relax with non-curling Hammermill Duplicator.

Graphicopy labels are big and bold. Clean white cartons open easily, close snugly. Re-use them for filing, storage.

For More Information Circle No. 290

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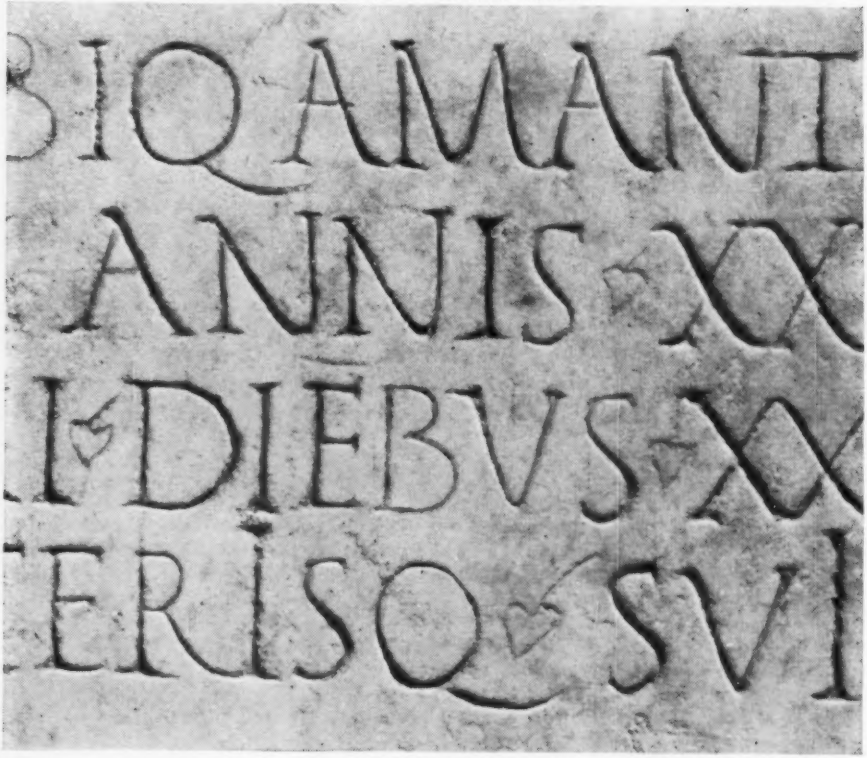


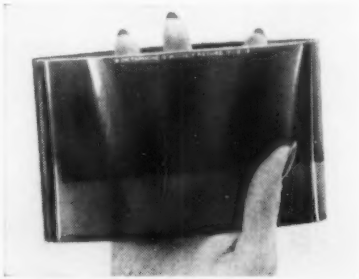
COURTESY OF THE METROPOLITAN MUSEUM OF ART, GIFT OF PHILIP HOFER, 1938.

You can't erase a Dictabelt accidentally, either

The only dictating machine using unique, red Dictabelts is the Dictaphone TIME-MASTER.®

Recording is permanent. Unlike magnetic recording media, Dictabelts can't be erased . . . are used only once . . . cost only 4¢ each. Another big difference: Recording is *visible*. You can see your place easily, play back in seconds.

What a time-saver! To find out for yourself, phone your nearest Dictaphone office for a free "show me" demonstration.



THE SHORTEST DISTANCE BETWEEN IDEA AND ACTION . . . **Dictaphone** CORPORATION

Dictaphone Corp., 730 Third Ave., N.Y. 17, N.Y.; 204 Eglinton Ave. E., Toronto, Canada; 17-19 Stratford Pl., London W.1, England

For More Information Circle No. 204

Lawrence Lerner, MSA president, at his desk during a client conference. Note the absence of paraphernalia anywhere in the office. Intercom communicates with 11 personnel, and concealed keys activate window drapes and other electromechanical devices.

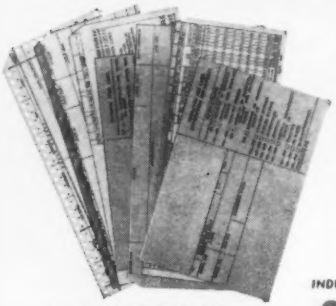
could be applicable to many kinds of businesses where semiprivacy is required. The whole installation is readily movable, since none of the structural parts is attached to the floor, walls or ceiling. Similarly, the whole space in which the firm's production is accomplished is a showroom for various types of office work stations.

The executive area is again a showroom. Each office demonstrates a different kind of executive usage, different equipment and communications systems. The president's office contains a formal desk and side desk which, together with file cabinets and storage cupboards, forms a "U". The whole desk is made up of a combination of standard cabinet components fitted to custom built frames. In this office there are three types of intercom systems. A Dictograph communicates with 11 peo-

View of Mr. Lerner's office from executive corridor shows the feasibility of constant executive supervision of secretarial area at right.

Here is a completely new labor cost data computer

it's the new Calculagraph 500 Series



Now the completely new Calculagraph 500 Series labor cost data computer brings automation to the largest single cost factor of most businesses — labor time.

As a system in itself or as an integral component of any cost control system, the Calculagraph corrects the weakest link inherent in most systems by automatically computing and printing actual hours worked. This will assure 100% accuracy by eliminating the human frailities in manual computation and, in most cases, eliminate most of the clerical labor costs.

As a result, in a unit card system, the Calculagraph 500 Series can save time, clerical costs, and attain greater accuracy in your input data. It can be installed without disrupting your present factory-to-office data collection procedure. We can show you how if you will send samples of your present job cards for analysis.

FITS ANY SYSTEM . .

INDUSTRIAL DIVISION

CALCULAGRAPH Company

278 Ridgedale Ave.
Hanover, New Jersey

For More Information Circle No. 289

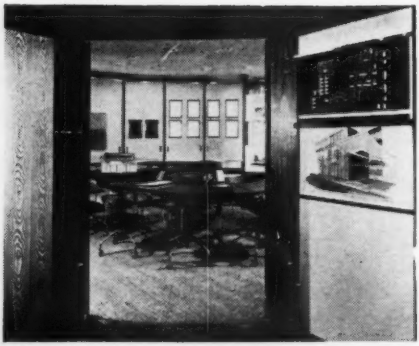
Office of chairman Michael Saphier is without a desk. Note L-shaped compartment, personal files at rear and intercom systems.

ple plus a number of keys which activate window drapes and other electromechanical devices. The Dictograph is more than a communicating system since it is used as an executive control not only for intercommunication but for dictation to a central pool. It provides "no hands" or private communication depending on the needs of the moment.

Executive office with desk and drafting table concealed behind panels.

There is also an Executone intercom system with direct connections to other personnel. This is mounted on a sliding drawer so that it disappears when not in use. The communications systems are so placed to keep the top of the desk free. Behind the desk and mounted on the wall, there is an arrangement of letter trays. This office also has a closed circuit television monitor and, mounted on a T-pedestal, are a series of control switches for ceiling lighting, cove lighting and a dimmer arrangement. In an actual executive office this arrangement would be concealed.

The chairman of the board's office demonstrates a trend toward wooden floors and paneled walls. This office has no formal desk. The executive works from a specially designed swivel chair with a broad arm on which is kept his day book or memo pad. There is an L-shaped section for private files, but the executive is able to conduct conferences with the informality of no fur-



Presentation office has specially designed circular table, panel-boards for renderings.

niture between him and his visitors. This office has still a fourth kind of intercommunications system—a dial and handset telephone type which is closed circuit to the sales staff.

The third executive office is a prototype of a dual purpose room. The executive occupying this office comes in early in the morning and stays late in the afternoon. His desk has been placed behind a paneled wall so that, with the doors closed, the room becomes a casual conference room or can be used for other executives whose offices may be insufficient in size for larger meetings.

The presentation room was designed, as were other rooms, to serve a dual purpose. The first purpose is to present to clients the plans, color renderings, samples of material and either drawings or photographs of furniture. The second is to indicate that in conference rooms, instruction centers, advertising agency presentation rooms and other executive areas where a single person conducts a meeting, a circular table with space for the group leader and display facilities behind him, is efficient and attractive.

The accounting department, which practically every business has, has been planned on a work station basis to demonstrate that if each work area is a complete unit having proper height, desks and tables, the appropriate machinery can be best used on the L-sections leaving the desk tops free for paperwork. Vertical space, most often wasted, is used to store a minimum of one month's supply of material, needed at each work station, in sliding door cupboards. Additional cupboards hold infrequently used records. File cabinets are active working tools rather than storage spaces.

Michael Saphier Associates believes that its own offices demonstrate not only prototypes of what its clients' offices can look like but reflect the nature of its own business, unmistakably, so that visitors are immediately aware that they are in a planning and design office and have before them examples of the techniques of the business and the materials and the equipment used.

Accounting office has wall cabinets for proper utilization of vertical space.

...with new Stan-Pak Run-Rite Papers

The performance you get from your offset and office duplicators depends largely on the paper you feed them. Paper that won't lie flat or is unevenly trimmed can mess up the run thoroughly. Not to mention your temper.

Now you can avoid all this—with new Stan-Pak* Run-Rite* Papers.

Trouble-Free Running

Take *flatness*. We laboratory-test all our papers right on the duplicating machines they're made for. Stan-Pak Run-Rite Papers come to you flat. Lie flat in the machine. And *feed* flat.

But really trouble-free running calls for many *more* qualities. Controlled moisture to avoid static conditions and insure good printability. Accurate trim and finish to prevent feeding jams. Even caliper, uniform weight and careful surface sizing to give you sharp, clean ink impressions. You get them *all* in Stan-Pak Run-Rite Papers.

525 Grades, Sizes and Types

This brand new line answers just about every office need in printing and duplicating papers. Under the Stan-Pak Run-Rite name you'll find the exact grade, color and weight you want—at a sensible range of prices to suit your budget.

Next time you order paper, try the brand that's made to *run right*. Through the duplicating machine. On the press. In the typewriter.

We're confident you'll specify it every time.

STANDARD PACKAGING CORPORATION,
NEW YORK 17

Circle No. 314

*T.M.

EVERYTHING YOU COULD WISH

Order, Shipping, Billing and Production Control Combined

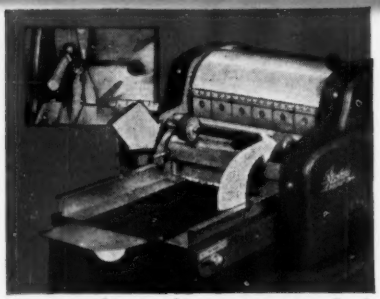
ROGER SMITH, Director, Systems & Procedures, Chicago Rawhide Mfg. Co., Chicago

FACED WITH PROCESSING 13,000 orders per month, we quite understandably are interested in streamlining clerical operations. Our firm, which manufactures shaft oil seals, end face seals, synthetic rubber molded parts, leather cups and packing, nonmetallic gears and pinions, leather protective boots, way wipers and a complete line of hammers, mallets and mawls, is one of the nation's top organizations in its field. In addition to main Chicago headquarters and plant, we have a second plant in Chicago, and plants in Elgin, Ill., Detroit and Pontiac, Mich., and Hamilton, Ont., Canada.

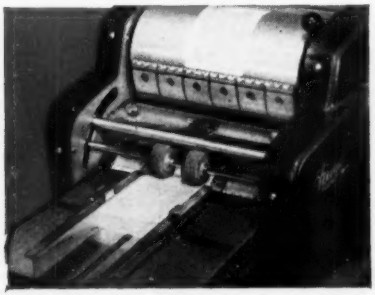
Due to the complexity of our product line and the large volume of work involved in filling orders—from processing through manufacturing and shipment—bottlenecks develop unless paperwork is highly systematized. Increasing business makes this problem more acute. As demand for Chicago Rawhide products increased, a greater strain was placed upon traditional order handling methods. Delays in filling orders were noted by customers and our sales force.

We decided to call in a leading man-

Note arrangement of materials serving two operators of Bruning Copyflex machines at Chicago Rawhide's Elgin plant.



Arrow indicates how automatic feed swings away for loading tray or for hand feeding. (Inset) Exclusive, self-leveling stripper pin with optional blades for positive feeding of paper or card stock.



Feed rollers slide together, center feed small forms, coupons, post cards, automatically. Segmented master clamp with blockout slot firmly grips all masters. Scale on drum and tray for positioning.

EVERYTHING YOU COULD WISH FOR IN A FLUID DUPLICATOR...

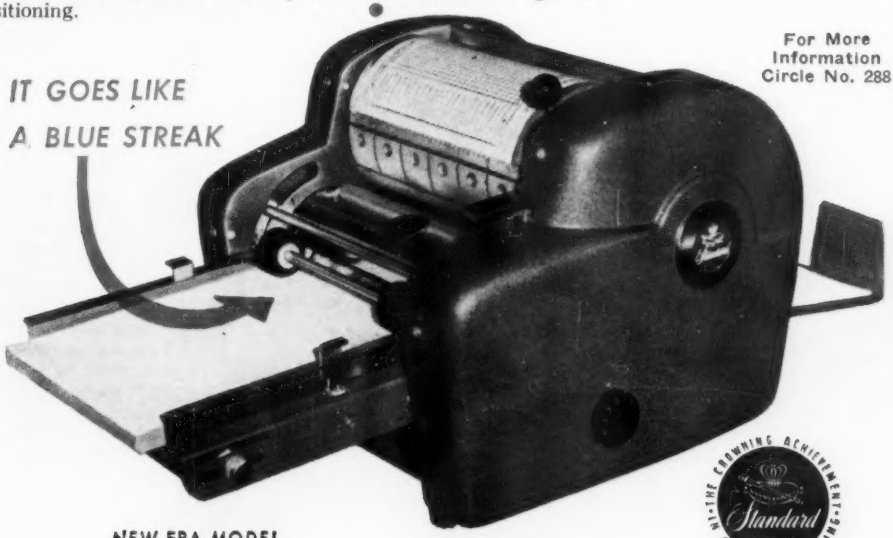
answer to the copying problems of Business • Industry • Institutions

Standard ROCKET Electric

This fabulous Standard Rocket Duplicator goes like a blue streak . . . goes smoothly, quietly, faultlessly. The last word in design, it provides the fastest, most satisfactory method to reproduce rush notices and bulletins or to handle, in a single writing, all the copies necessary for purchasing, production, order-invoicing or for educational purposes. With motor self-contained, it's convenient to use on a desk, file top or table. Matching cabinet available, if desired.

Standard, pioneer of fluid duplicating in America, with a proud reputation to uphold, guarantees you a top quality duplicator at a most reasonable price. Write for literature or a demonstration. There's no cost or obligation.

For More Information Circle No. 288



NEW ERA MODEL

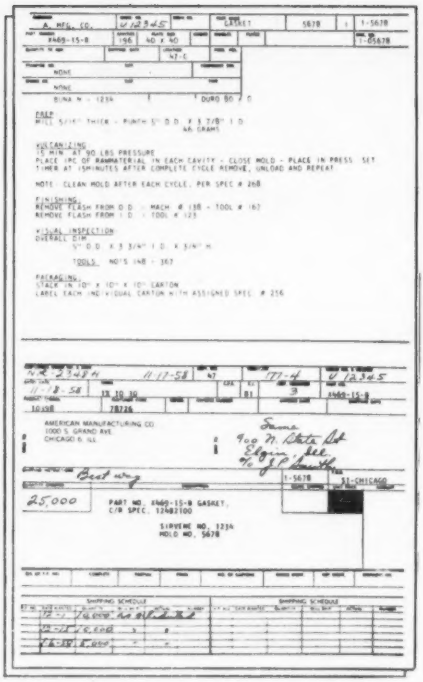
THE CROWNING ACHIEVEMENT IN FLUID DUPLICATING
Standard

STANDARD DUPLICATING MACHINES CORPORATION, EVERETT 49, MASSACHUSETTS

agement consultant organization, A. T. Kearney & Co., Chicago, to make a careful analysis of our existing order processing procedures. They observed that repeat orders for the same item were received many times per year. There was considerable duplication of work, and processing speed was reduced accordingly.

Initially, multiple copies of each order were typed. Then production orders were made up with information copied from the original orders and specifications. Next step was preparation of packing slips and invoices for shipment. This procedure had to be repeated for backorders.

Analysis of order processing information revealed that data handled was constant and variable. Investigation of



Superimposed matte film copies of order and specification forms (above) from which the copies at left are made for customer and salesman's acknowledgment, credit and purchasing departments, and production planning.

Try a private automatic telephone system...

at NO EXPENSE!

See how the DuKane 10/1 phone speeds office inter-communication—without tying up switchboard and outside lines. Ten locations dial for *private* talk.

Voice paging available. Tiny, 11 lb. automatic switchboard fits anywhere in a jiffy. Modern desk or wall phones.

Own for as little as $304.50 or lease if you prefer.

Try it—ten-day free installation.

write or wire **DuKane CORPORATION**

Dept. O-60, ST. CHARLES, ILLINOIS

For More Information Circle No. 274

Larger sizes, faster processing, two usable aluminum printing surfaces make 3M Type "L" Plates even BIGGER AND BETTER THAN EVER!

Now—in addition to the conventional 10-inch duplicator press size—low-cost, high-quality 3M Brand Type "L" Plates are available in sizes from 8½-inch by 12-inch to 16-inch by 17½-inch! Special sizes, up to 350 square inches, can be produced on order. There's a new, improved Type "L" Speed Desensitizer for systems applications too—so fast, so simple to use that now you can desensitize Type "L" Plates in one step right on the press! It's clean, colorless, and stainless, too, for easier, more convenient processing than ever before. Remember, these plates give you two usable, precision-coated presensitized printing surfaces—both of perfectly smooth aluminum. It's an economy and quality combination you get only with famous 3M Brand Type "L" Photo Offset Plates!

3M PRINTING PRODUCTS DIVISION

alternative methods of handling both categories made it clear that greatest time savings and lowest overall cost could be achieved through use of translucent originals to serve as masters for reproduction. At this point, systems experts from Charles Bruning Co., Mount Prospect, Ill., manufacturers of Copyflex diazotype reproduction machines were called in. Working closely with us and A. T. Kearney, they designed forms and suggested procedures for their use. As a result, a system was developed that enables us to process orders received from a customer, salesman or order desk at a rate of up to 650 per day.

When an order comes in, it is edited, priced and checked for credit by our customer service department which determines whether this is the first order for the item. Constant customer information including name, address and standard information on the part being ordered, is typed on a translucent form. This goes to the specification department with the customer's order. There, a translucent specification master is made up.

If the item has been manufactured prior to receipt of this order, numbers identifying the parts for production planning and production control, issued by the engineering department, are entered on the translucent specification master which also has spaces for entry of standard labor operations, drawings, quantity, delivery date and special packaging instructions. This information is entered by specification personnel in the engineering department. Then

FREE

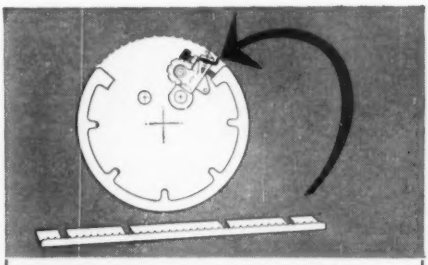
of extra cost

NEW PLATE CLAMP ATTACHMENT

with an order of 100 3M Brand Type "L" Plates

This unique Plate Clamp Attachment fits under the leading edge clamps of the cylinder on your press. It holds serrated or pin bar offset duplicator plates securely in position—in register—all during the run. Designed for use on Multilith presses with hinged or rigid clamps.

PRINTING PRODUCTS DIVISION



R. G. Allen, 42-5W, Printing Products Division
Minnesota Mining and Manufacturing Company
Dept. PBW-110, St. Paul 6, Minnesota

Yes! I would like to have a Plate Clamp Attachment for my _____
MAKE AND MODEL PRESS

Send my order for 100 3M Brand Type "L" Plates through my 3M Lithographic Supply Dealer, who is _____

NAME _____
TITLE _____
COMPANY _____
ADDRESS _____
CITY _____ ZONE ____ STATE _____

MINNESOTA MINING AND MANUFACTURING COMPANY
ST. PAUL 6, MINN. ...WHERE RESEARCH IS THE KEY TO TOMORROW
3M COMPANY

For More Information Circle No. 416

New 12-station Collator!

So Automatic and Accurate you can start it and walk away!

Freedom from machine tending is only the beginning! The new Gathermatic by Thomas Collators brings to collating the speed and accuracy of larger, more expensive equipment... at a cost unbelievably low. Return the attached post card today for complete facts on the performance and price advantages for you!

- Automatically collates, counts, criss-crosses or staples 6,000 sheets per hour
- Automatic miss and double sheet detectors stop machine instantly, prevent errors
- Stations can be skipped at the flick of a lever without hindering the full production rate
- Loads in a minute... each station takes approximately ½ ream of 3" x 5" to 11" x 14" sheets in various weights and finishes
- Gives over-all speed, ease and accuracy features formerly available only in large-scale collators
- Offers more features at a lower price than any other collator of its kind

For complete information on the many ways you can speed up your collating operation and substantially reduce costs with the new Gathermatic Collator, simply return the attached post card.

Thomas Collators Inc.
World's Leading Manufacturer of Collating Equipment
100 Church St., New York 7, N. Y.

For More Information Circle No. 202

THOMAS COLLATORS INC.
100 Church Street
New York 7, New York

Without obligation rush me complete information on the new Gathermatic.

COMPANY

ADDRESS

CITY

NAME

TITLE

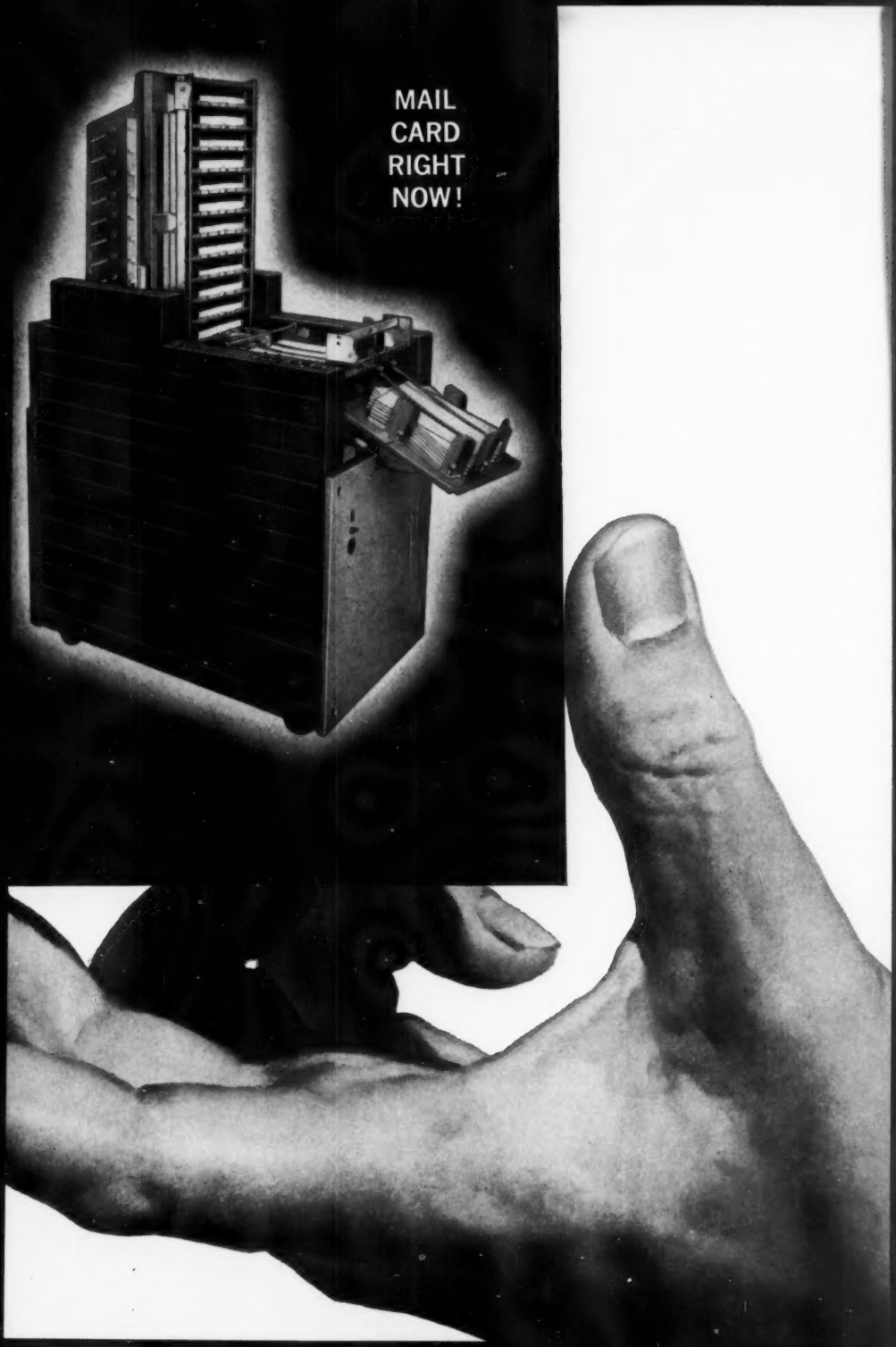
TYPE OF BUSINESS

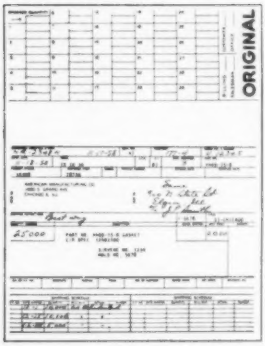
AM TAG CO N J 1012

PLACE
STAMP
HERE

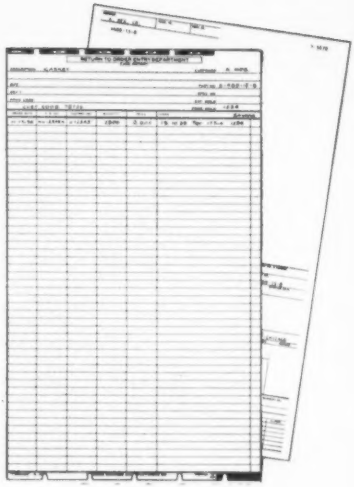
POST CARD

THOMAS COLLATORS, INC.
100 Church Street
New York 7, New York


MAIL
CARD
RIGHT
NOW!

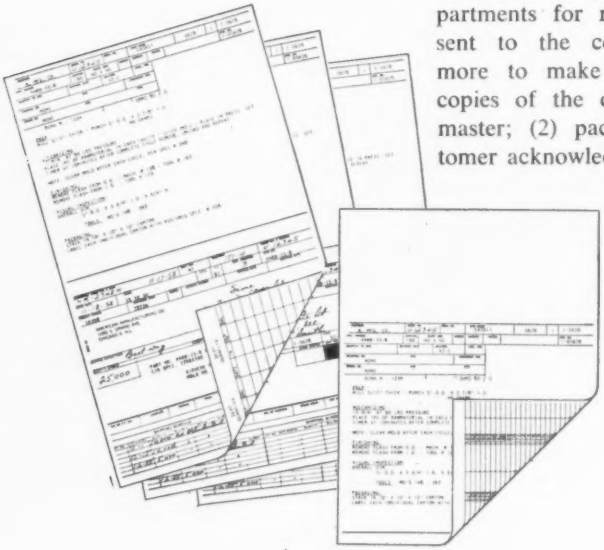


The open order copy (at left) is used later to reproduce packing slips. After copies are made, the order film is filed in customer's history envelope (at right) and specification film returned to its file.



both order and specification masters are forwarded to a reproduction technician who makes matte film copies of each original. The order and specification films, along with the original order, are sent to the order entry department. The specification original is returned to the engineering department.

In the order entry department, variable order information is entered on the order film. This usually includes customer and factory order numbers, date of order, quantity, price and dates wanted. Next, both the order and specification films are sent to finished stock inventory and production planning departments for review. Then they are sent to the copying machine once more to make five sensitized paper copies of the order film: (1) invoice master; (2) packing master; (3) customer acknowledgement; (4) salesman's



Production department uses its translucent copy to make copies with preprinted report columns on the reverse side.

Recordak announces the new RELIANT 500 Microfilmer

Here's the fastest, most versatile microfilmer ever built . . . and *only half the size* you'd expect a large-volume microfilmer to be!

In one minute it photographs up to 500 items . . . indexes them on the film . . . also endorses or cancels them when accessory endorser is used.

New Reliant 500 Microfilmer makes your operator's job unbelievably easy and trouble-free. For example, she simply slides out the film unit to load film or to substitute a film unit with a different reduction ratio (40 to 1, 32 to 1, 24 to 1). This "instant change-over" also makes it practical for various departments to microfilm with their own film units—unitizing their work, and reducing need for extra microfilmers.

Its fresh, new styling reflects in still another way Recordak's thirty-three years of microfilming leadership.

RECORDAK®

(Subsidiary of Eastman Kodak Company)

originator of modern microfilming—*now in its 33rd year*

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MAIL COUPON TODAY GG-11

RECORDAK CORPORATION, 415 Madison Avenue, New York 17, N. Y.
Send free 4-color folder describing new RECORDAK RELIANT 500 Microfilmer.

Name_____ Position_____

Company_____ Street_____

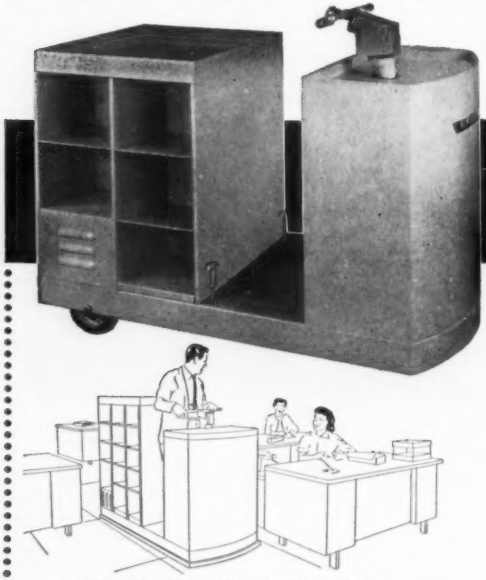
City_____ State_____

For More Information Circle No. 313

After quantities to be shipped and other shipping data are entered on the open order copy, packing slip copies are made; also a translucent invoice master which goes to the billing department.

copy; (5) credit copy. He also makes two copies of the specification film. One of these is a sensitized paper copy for production planning; the other a translucent paper intermediate used as a master for making various production control copies.

At this point the order and specification films have served their purpose. The order film is placed in the custom-



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SPEED INTEROFFICE DELIVERIES

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For More Information Circle No. 436

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That's because they can always expect clean, crisp looking sales letters, direct mail pieces, announcements, office forms and all other duplicator and mimeo pieces. And what you and the office accountant particularly know, FINCH, PRUYN papers are remarkably economical. Get the story on the complete FINCH, PRUYN line: FINCH OFFSET, BOND, MIMEO, DUPLICATOR; COOPER'S CAVE OFFSET, BOND, COLORED BOND, MIMEO, DUPLICATOR and IMPACT COLORED OFFSET.

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AND COMPANY, INC., GLENS FALLS, N.Y.
9 GLEN ST., GLENS FALLS, N. Y. – PHONE 3-2541

Finch, Pruyn & Co., Inc.
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COMPANY .....

ADDRESS .....

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For More Information Circle No. 239

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than this girl.

Because she had the desire for perfection and the wisdom to use

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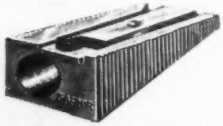
—the invention that banished Erasing "Ghosts".

7099B with brush 20c. 7099 without brush 10c. Insist on the original and genuine EraserStik by registered trade mark.

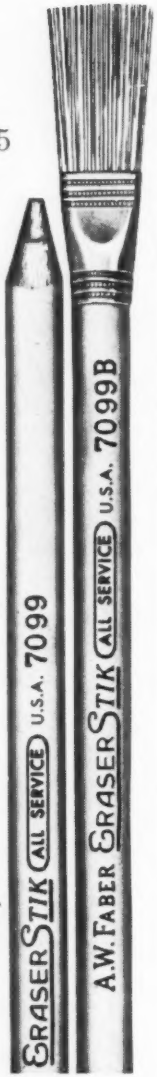
SAPHIR Hand Sharpener

works like magic. Gives you the correct point on your EraserStik—then stops sharpening. If you use one, you need the other. Ask your Stationer.



A.W.Faber-Castell

Pencil Co., Inc., Newark 3, N. J.



Shaped like a pencil, it sharpens like a pencil to any style point you prefer—blunt, medium or slender.

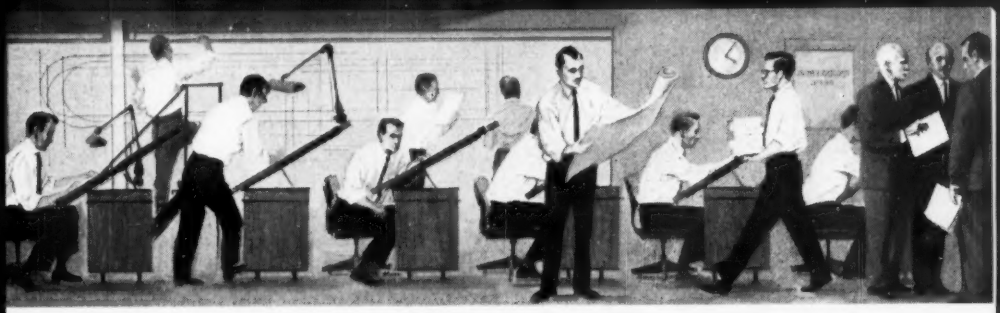
For More Information Circle No. 444

er's case history jacket for future use when the same part is ordered again. The specification film goes to a file containing specification films for all products.

Let's follow the two copies made for production planning and production control. The production control department determines how many press report and finishing copies are needed to complete the order. Then the translucent intermediate is used to make copies on sensitized sheets that carry preprinted report columns on their reverse sides. Meanwhile, shipping information is added to the packing master and packing slip copies are made.

After shipment, the completed packing slip copy is matched with the invoice master. The invoice master is completed by entry of date and how shipped, price extension, invoice number and date and gross weight. Then the

After shipment, packing slip copy is matched with invoice master. Date and how shipped, price extensions, invoice number and date, and gross weight are written on invoice master.



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For general office copying XeroX® 914 Copier copies anything written, typed, printed, or drawn—onto ordinary paper, your letterhead, or card stock. There is no waste and no wet chemicals. Easiest of all office copiers to operate. Supplies cost about 1¢ per copy.

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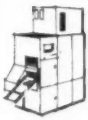
For volume copying from original documents, engineering drawings or microfilm, the XeroX Copyflo® Printers turn out copies up to 24″ wide—in *seconds.* Hundreds—or thousands—of *different* documents daily. It's the fastest known method of direct reproduction; there are no intermediates. Enlarges and reduces . . . prints on ordinary, inexpensive paper, card stock, or offset master material.



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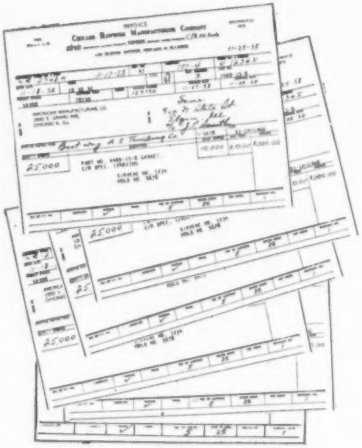
Dept. O, 125 N. Marion, Oak Park, Ill.

For More Information Circle No. 423

invoice master goes to the copying machine which reproduces copies for the customer, salesman, accounts receivable department and file.

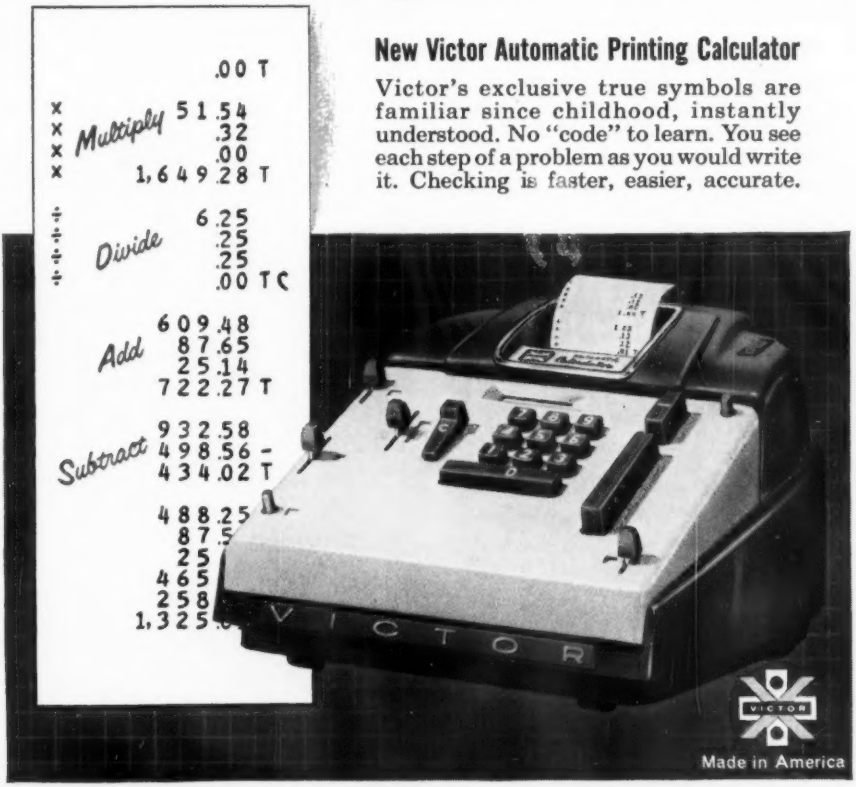
Once film masters are made for customer order information and for parts specifications, they can be used over and over without proofreading to produce the same part for the same customer. Where the same product is made for other customers but different code numbers or slight product variations are used, specification master can be made simply by copying the original specification sheet onto matte film and adding the new customer's coding or variations. Variable information can be erased from matte film with a damp cloth and new data entered.

We have also used this system to improve customer history records. Formerly, this file was maintained by hand posting. Now, the translucent masters themselves constitute a permanent rec-



Invoice copies are reproduced for customer, salesman, accounts receivable and file.

Easiest calculator tape in the world to read



New Victor Automatic Printing Calculator

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Easy to use as an adding machine

No special training needed! With just one simple keyboard, Victor's Magic Motor Bar and Simpla-Key handle all transactions. Automatic Constant. Total Transfer. Credit Balance.

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Yellow Pages

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Please send four-color brochure on your new Victor Automatic Printing Calculator.

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Firm_____
Address_____
City_____ Zone____ State_____

For More Information Circle No. 298

ord of orders. The system ties in with our tabulating operation, as well. The accounting copy made from a translucent order master serves as the basic source of information.

We have managed to solve the age-old problem of multiple shipments made against a single order. We make an invoice master from the open-order copy for each shipment. This saves rewriting of order information in the billing department.

Also, there is a saving of filing space. We don't have to pre-print numerous sheets since the entire form as well as the written information on it, are reproduced by the copying machine. However, where portions of the sensitized paper, either the sensitized or the unsensitized reverse side, need to be preprinted for special information, this can be done directly on one or both surfaces of diazotype papers. There is no precollating of run-off sheets or sorting of copies. Copies can be made on colored paper and in order of distribution. As new procedures evolve, either under the stimulus of diversification of production activities or modifications of existing clerical techniques, they can be fitted into our system. This flexibility is the key to our ability to handle a steadily growing and diversified paper work-load economically and efficiently.

Today's most popular rubber runner! Stops dirt at the entranceway or in corridors and aisles. Prevents tracking throughout the building. Protects carpeting and floors . . . cuts down maintenance time, labor and expense. Anti-slip action prevents accidents. Ultra-attractive design.

For More Information Circle No. 419

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imprinted as requests come in

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- A Tickometer prints from rubber mats, type slugs, or electros. The printing surface is 2-3/16 by 7/8 inches. Handles sheets as large as 15 x 15 inches, of all standard weights and finishes of paper, light card stock – feeds and stacks automatically – is easy for anybody to set and operate.
- It is also the fastest and cheapest way to mark, code, endorse, date – forms, labels, coupons, checks, cards, tags, job tickets, sales slips, at speeds from 400 to 1000 items a minute – reduces hours of hand work to minutes. With attachments, it can sign checks, do consecutive numbering.
- The Tickometer also counts as it prints; and is so accurate that banks use it to count currency.
- Can be leased as well as bought. Service is always available from 320 points. Call the nearest Pitney-Bowes office and ask for a demonstration in your office. Or send for free illustrated booklet and case studies.

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Made by the originator of the postage meter . . . 139 offices in U.S. and Canada.

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Send Tickometer booklet and case studies.

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For More Information Circle No. 261

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—but CORRECTING IS AMAZING !

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There's nothing like a Graypoint to soothe a secretary's temper, to smooth away annoying errors, to save typing time!

Typists appreciate wood-case Graypoint Erasers, made like a pencil, comfortable and convenient to hold, like a pencil. Sharpen in a pencil sharpener or with a knife, like a pencil—to a point that picks-out typing errors cleanest, fastest. Graypoints won't roll off typists desks.

Graypoint luxury gray rubber erases letters and words so easily that girls get a thrill out of these superb erasers just as soon as they use them. Quite likely, *you'll* never notice the erasures. Multiply the time each girl saves by the number of typists in your office and you'll see substantial reduction of overhead. Give your girls Weldon Roberts Graypoints.

Order from your stationer

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365 Sixth Avenue Newark 7, N. J.

World's Foremost Eraser Specialists

For More Information Circle No. 422

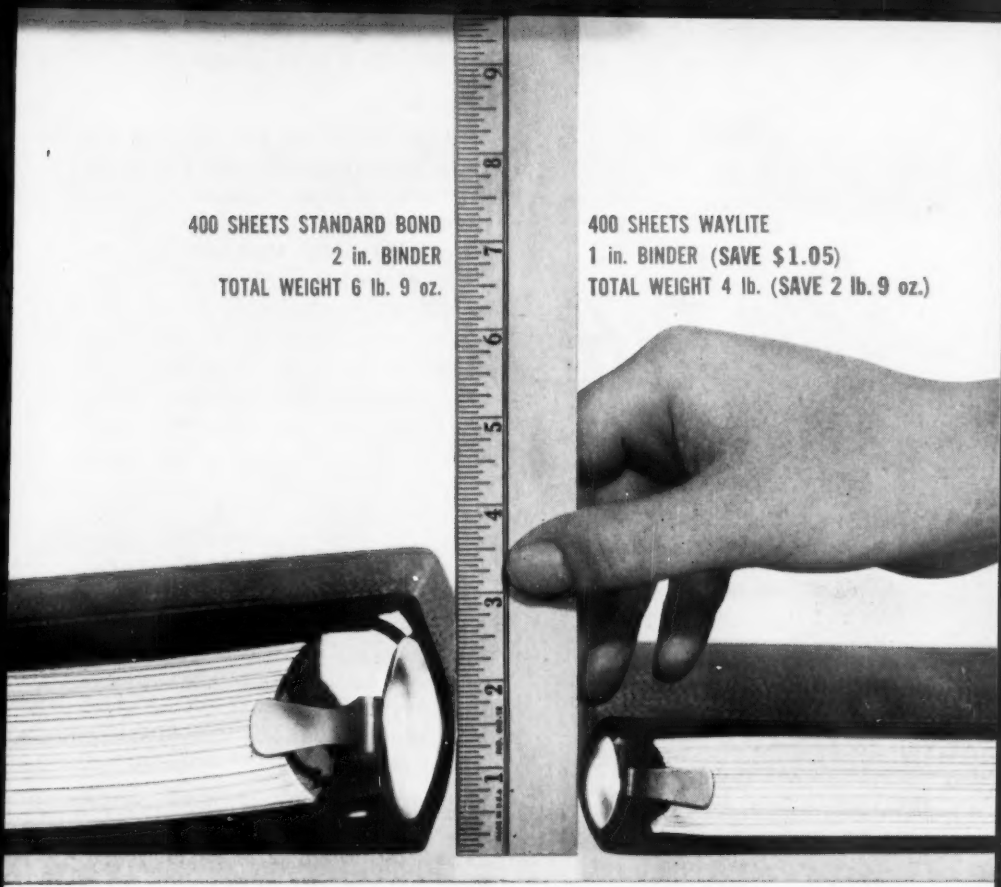
Less Speed . . . More Accuracy

CLARENCE G. SCHOLTZ

ALMOST EVERYONE who has been in business for any length of time has experienced the situation where the boss excitedly demands a report or some data and when asked, "How soon do you want the report?" the answer can be deciphered as meaning yesterday. So you drop everything else and concentrate on that report or that data sheet, complete it, rush it to the boss and, lo and behold, a week later it is necessary to visit his office and there in the pile on his desk is that very report. Nothing has been done about it, it hasn't even been read or studied. Undoubtedly you can recall how frustrating that was. But it happens and undoubtedly will happen again.

The other side of the coin takes in the same situation but in the rush to get the report to the boss, even the experienced and careful employee will make a mistake under pressure. Then maybe a week later the report has to be done all over again.

There is a saying that goes something like this, "There is never enough time to do the job right, but there is always enough time to do it over." How true! If every executive, department



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For jobs that look good and savings that make you look good, write us today. You'll get a special WAYLITE Mailing Weight Comparison Chart plus some additional suggestions on ways to make WAYLITE work for you and yours.

Olin Mathieson, Ecusta Paper Products, Pisgah Forest, N. C.

Waylite LIGHTWEIGHT PAPER

Lightweight Yet Opaque · Saves Weight, Postage · Saves Space, Money

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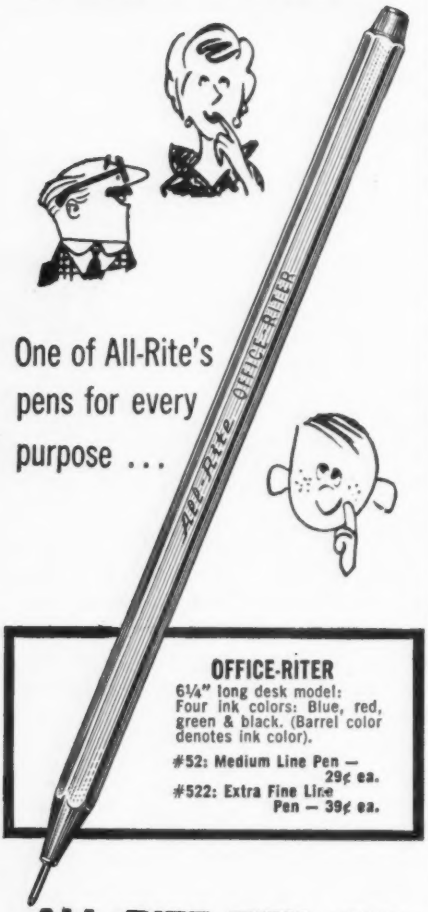
For More Information Circle No. 230

They all write with

All-Rite



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6¼" long desk model: Four ink colors: Blue, red, green & black. (Barrel color denotes ink color).
#52: Medium Line Pen — 29¢ ea.
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ALL-RITE PEN, INC.
HACKENSACK, NEW JERSEY
For More Information Circle No. 418

head and supervisor kept in mind this quotation maybe there would be fewer rush jobs and fewer instances where the speeded up report could be avoided and done in the regular time with the same results except for the frustration of the employee.

How often have we heard supervisors say, "Oh, Mary Smith is a much better employee than Jane Doe." When asked why, "Oh, she does 50% more work." That's an impression that speed produces. How often when a careful study and analysis is made of various employees' work, we find that Mary Smith is 50% faster but her mistakes are 50% greater, and so actually the slower employee, Jane Doe, is the better employee because her work doesn't have to be done over again. What good is an employee who can do twice as much work as another if everything has to be done over again?

In this day and age, when speed seems to be a part of life, we sort of get indoctrinated with the idea that speed is all important in business. Speed is important, but the important part is to have speed with accuracy. Without accuracy, speed has little or no value.

No industry or business enterprise has a monopoly on mistakes today. They occur in every phase of work, so that, unfortunately, we are becoming immune to errors and accepting them as part of present-day business activity. A little less speed and a little more accuracy would avoid this, but it is almost impossible to secure that result if executives, department heads and supervisors continue to emphasize speed, whether it is necessary or not, above all other considerations.

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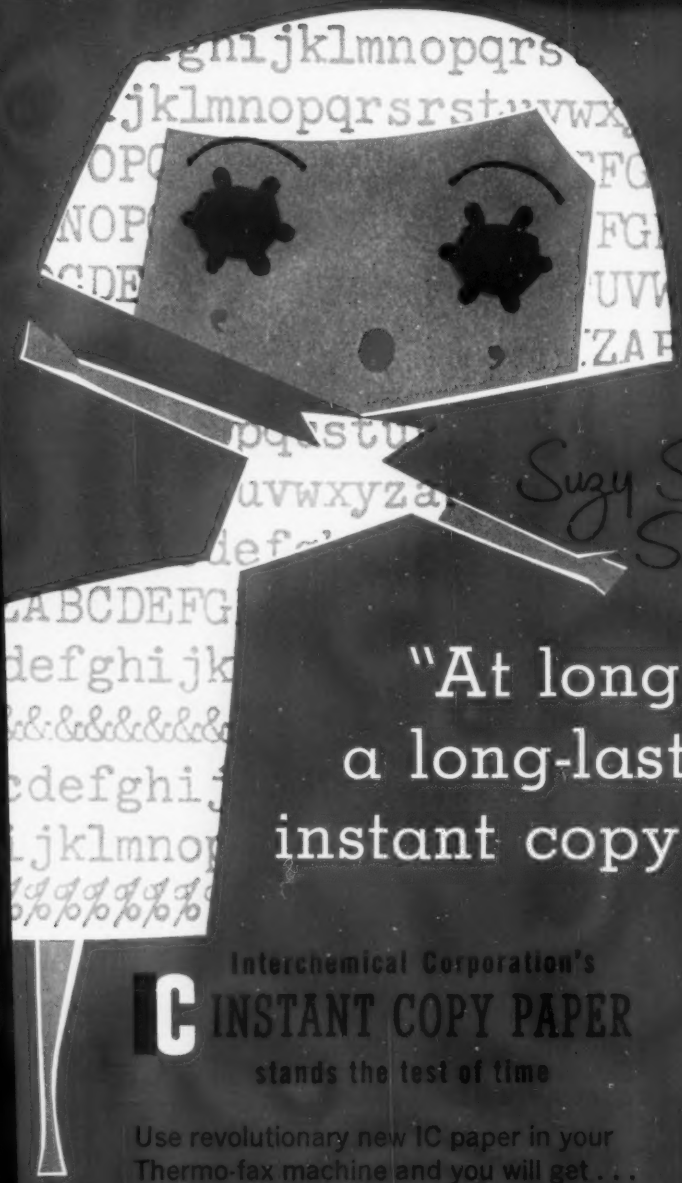

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"At long last . . . a long-lasting instant copy paper!"

Interchemical Corporation's

IC INSTANT COPY PAPER

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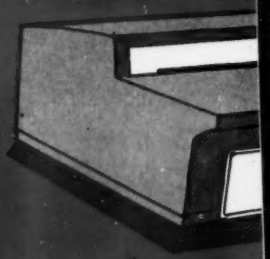

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- virtually fade-proof records
- durable, tear-resistant copies
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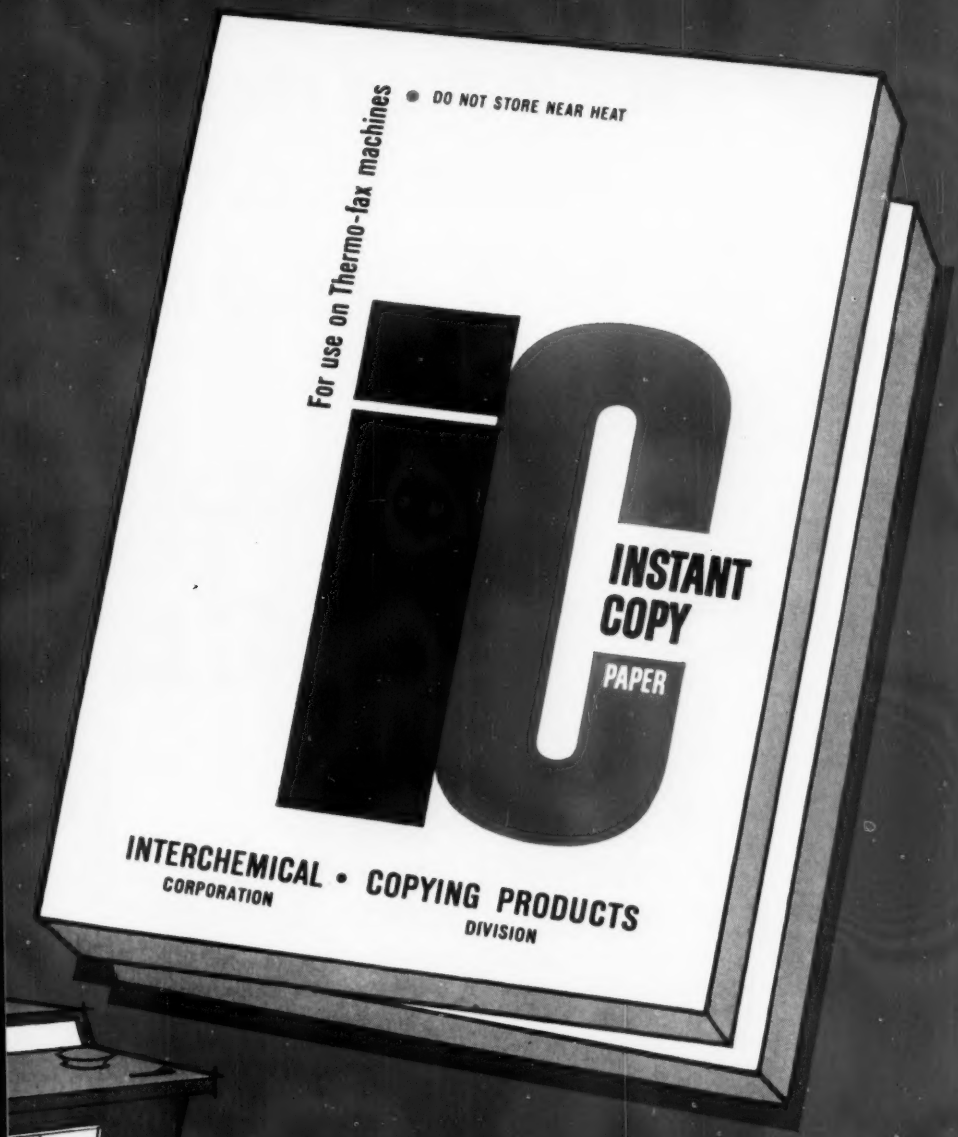
For your special copying needs and equipment, there's a special job-engineered IC Instant Copy Paper. Choice of white and colors.



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INTERCHEMICAL CORPORATION
Copying Products Division
417 E. 7th Street, Cincinnati 1, Ohio

For More Information Circle No. 268

NEW METHODS FOR FILING PUNCHED PAPER TAPES and Edge-Punched Cards

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All methods men are aware of the machine production lost by wasted motion in the manual handling of all punched data.

In daily use, Shaw-Walker simplified methods and equipment have proved to be far ahead of anything else yet devised.—Some installations have effected savings of up to 50% in tape handling and filing time.

There's a Shaw-Walker plan to fill every known requirement —even 24-hour point-of-use protection against fire.

For complete picture facts, ask your Shaw-Walkerman to show you pages 224, 225 of his 1960 Office Guide—or write for picture facts. A-253, A-254.

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Largest Exclusive Makers of Office Equipment

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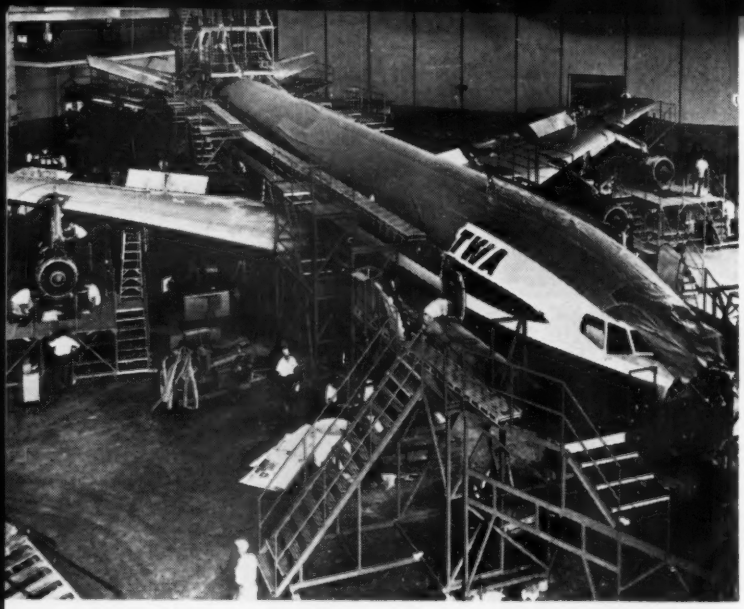
For More Information Circle No. 296

AUTOMATIC SYSTEMS

Current trends in office automation including data processing.



A TWA Boeing 707 undergoing a five-day base overhaul after 2500 hours. Small computer keeps track of accumulated flight hours on more than 30,000 airframe and powerplant parts which are time-controlled for safety and service.

TWA's Centralized Jet

TRANS WORLD AIRLINES' aircraft maintenance program, a major factor affecting safety and service, is a 24-hour-a-day, 7-day-a-week, $84-million-a-year operation. Last January, TWA inaugurated a centralized maintenance system which is believed to be the most comprehensive, automated program of its type in the industry. At Bangkok, Kansas City, New York and all 73 U. S. cities and 23 world centers along TWA's 50,000 route miles, this program with its roots at Mid-Continent Airport near Kansas City is at work to assure the utmost in safety and service.

A major segment of the program keeps tabs on more than 10,000 powerplant parts and 20,000 plane parts designated as time-controlled units which, subject to strict control by the Federal Aviation Agency, must be replaced before accumulating a specified number of flight hours. This accounting task, complicated by scheduled and unscheduled part changes, is done on a daily basis by a Royal Precision LGP-30 desk-size electronic digital computer, marketed by Royal McBee Corp.

Using the computer and a world-wide Teletype system, the most extensive ever

Map at TWA maintenance headquarters indicates aircraft down with maintenance problems at any of 73 U. S. cities and 23 world centers served by the line. Key maintenance personnel are briefed each morning in the map room.

Maintenance Program

assembled, TWA receives and analyzes information at the speed made necessary by the jet age. Complete, daily reports are a must. A jetliner can cross the U. S. in five hours, return the same day and require part changes on both coasts. These changes directly affect inventories and indirectly affect other facets of the maintenance program such as work scheduling.

Each morning, the LGP-30 is fed information on every craft in the 184-plane fleet. Located in the maintenance administration office, rather than in a centralized data processing group, the computer is programed and operated by TWA personnel who learned how at Royal McBee's two-week computer course.

The powerplant program, the first to go on-line, rides herd on more than 800 piston engines and 188 jet engines as units, plus six to ten time-controlled parts per piston engine and 15 units per jet engine. Time-controlled parts' service life falls far short of the airframe overhaul times of 4000 hours for piston aircraft and 3000 for jets. Jet engines must be removed and inspected at least once during each overhaul cycle.

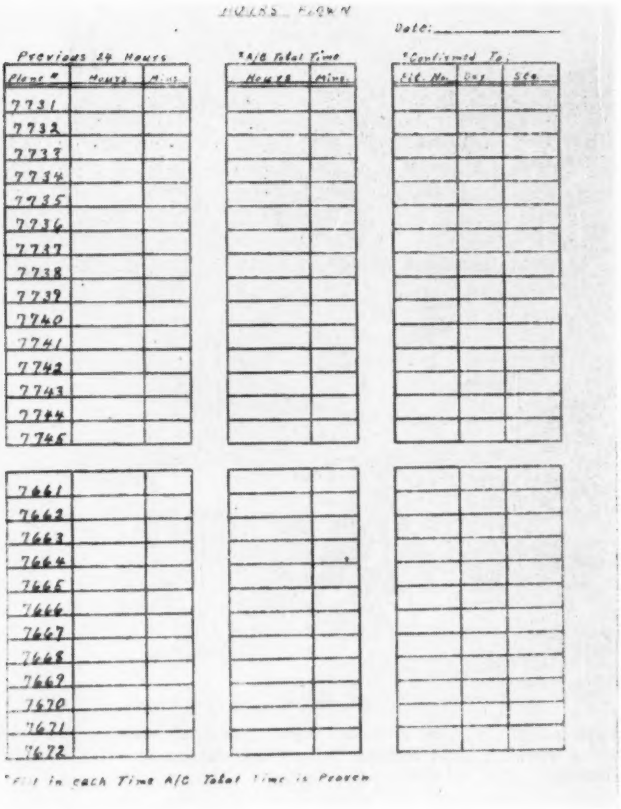
An extensive teletype system and an LGP-30 computer (at right) form the heart of TWA's centralized program for time-controlled parts. This combination provides up-to-date information on flight hours and part changes and a method of analyzing it.

Piston engines are pulled after 1500 to 2200 hours of service for overhaul. Individual parts that are time-controlled include propellers, power recovery turbines, turbo compressors, jet fuel controls, etc.

Stored in the computer's memory are plane number, engine numbers and locations, time-controlled unit serial numbers and the time since last overhaul for all items along with basic program information of FAA allowable time limits. Each morning, the previous day's flight hours for every aircraft are received, punched into tape and fed to the computer which updates all items. It then checks certain specified parts against the FAA maximum time limits and prints out the time the part change must be made and hours remaining. Part removals are read into the computer daily.

Since TWA divides its aircraft into fleets based on plane types, all computer programs are run by fleets. Basic information on time limits and parts stored in the computer varies by plane. Up - dating powerplant time-controlled units, searching for unit changes and punching out a new master file takes about 90 seconds per plane. The largest of the nine fleets (28 planes) is processed in less than 45 minutes.

Parts that have exhausted their al-



HOURS FLOWN

Date: _____

Previous 24 Hours			*A/C Total Time		*Continued To:		
Plane #	Hours	Mins.	Hours	Mins.	Flt. No.	Dest.	Sch.
7731							
7732							
7733							
7734							
7735							
7736							
7737							
7738							
7739							
7740							
7741							
7742							
7743							
7744							
7745							
7661							
7662							
7663							
7664							
7665							
7666							
7667							
7668							
7669							
7670							
7671							
7672							

*Fill in each Time A/C Total Time is Proven

Flight hours are logged daily on data imput sheet. Then data is punched into tape and fed to the computer.

lowed time are returned to the maintenance base for complete overhaul. Unit time reverts to zero hours. Parts that are removed because of malfunction are sometimes repaired and continue to accrue time in service until reaching the FAA maximum. Approximately 6000 different units of all kinds are repaired in TWA shops at a production rate of 430 per day. About 100 piston engines are overhauled each month. Jet engine overhaul rate is presently 32 per month and with the Convair 880 fleet, this will increase to 65 jet engine overhauls per month. In addition, each jet engine is removed from the aircraft for mid-overhaul inspection and maintenance at least once during the overhaul cycle. Afterward, it is reinstalled and operated to its approved overhaul maximum.

Time on the airframe and airframe parts such as cockpit instruments, landing gear and automatic pilots, is also controlled by the computer. While tabulating time on the airframe itself is

7732	ENGINE	2	2029	3250;17	81;26
7732	ENGINE	3	2089	3250;08	81;17
7732	ENGINE	4	2087	3181;44	12;53
7733	ENGINE	1	2081	3293;43	95;30
7733	DISCONNECT C S D	3	609	3353;13	155;00
7733	GENERATOR A C	3	37	3370;13	172;00
7734	PUMP WATER	3	11326	3153;49	12;11
7734	ENGINE	4	2079	3173;43	32;05
7735	COMPRESSOR TURBO	2	78201	3190;08	141;48
7736	PUMP WATER	2	11293	3206;03	105;08
7738	ENGINE	1	2016	3131;08	84;24
7738	ENGINE	3	2056	3138;00	71;16
7739	ENGINE	1	2062	2939;34	72;51
7739	COMPRESSOR TURBO	2	108287	2945;00	78;17
7740	ENGINE	2	2028	2916;36	26;25
7740	ENGINE	4	2076	2916;23	26;12
7741	ENGINE	2	2006	2767;41	25;09
7741	ENGINE	4	2002	2767;21	24;49
7742	ENGINE	2	2090	2659;43	58;41
7742	ENGINE	3	2085	2684;12	83;10
7744	ENGINE	1	2047	2300;27	94;12
7744	ENGINE	4	2043	2272;52	66;17

Powerplant program printout showing aircraft number, part involved, engine location, serial number, total aircraft time when change must occur and number of hours until change.

straightforward accounting, controlling time on airframe parts is similar only in some respects to controlling time on powerplant parts. Airframe components are long-hour units whose useful life generally exceeds the airframe overhaul period of 3000 to 4000 hours. Previously, these parts (about 80 for piston craft and 130 for jets) were up-dated only when plane arrived for overhaul. Parts whose time expired prior to the next overhaul were replaced.

By putting the airframe program on the computer, an accumulated hours report is available daily, so it is now economically possible to use parts nearer to their allowed limits, changing them between base overhauls during regularly scheduled checks. Once parts have been removed, their history cards have to be brought up to date. Computer, by printing out complete information on part removals, helps cut posting time for the cards in half. The advent of jets, with 50% more time-controlled parts than piston planes, had complicated the problem and made the task a long one before the computer

Audion-Emenee introduces countless children to music through toys and musical products that range from harmonicas to electric chord organs.

BURROUGHS ALPHANUMERIC ACCOUNTING MACHINES PAY FOR THEMSELVES IN NINE MONTHS AT AUDION-EMENEE CORPORATION

The scene: Audion-Emenee Corporation, New York City—world's largest manufacturer of musical toys, and a leading producer of electric chord organs. **The jobs:** accounts payable, accounts receivable, payroll and cost analysis. **The equipment:** Burroughs F 1500 Alphanumeric Accounting Machines. **The results:** according to President Herbert L. Merin: "The productivity of these Burroughs Typing Accounting Machines is geared to such high standards that they returned our entire investment within 9 months. Turning out detailed records and reports efficiently and automatically, these machines keep pace with our mounting work load. And they facilitate decision-making through their ability to provide us with a complete and current picture of our financial status."

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For businesses of every size: Burroughs data processing line ranges from accounting machines to complete computer systems. It's backed by outstanding services and systems knowledge, known for outstanding results. **For details,** action—and results—call our nearby branch. Or write Burroughs Corporation, Detroit 32, Michigan.

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For More Information Circle No. 278

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Your tab room will run more smoothly because of what we carefully *take out* of GC Data Processing Forms — the marginal punches.

GC punches are *accurately spaced and aligned.* No off-register punches to make a form jam or jump the track when a printer is going full tilt. With GC there can be no cumulative error or creep as succeeding sets of forms run through your machine.

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For More Information Circle No. 275

EP	15003	161P	F/G Trans	5500	90	30957
MFG	MFG TYPE	MFG SER NO	UNIT NAME	REMOVE AT	TWA SER NO	TWA STOCK NO

INSTALLED						REMOVED					SHOP		
PLANE	LOC / POS	STA	DATE	PLANE TIME	TSLO	DATE	REASON		PLANE TIME	TSLO	DATE	WORK PERF	MECHANIC NUMBER
527	L	1/6A	4/3/8	30612	1298	1/19/9	TIME	MCI	33172	3858	2/1/9	OVH	00000
REMARKS													
502	L	1/6	3/6/9	38376	0	10/5/9	MALF	LAX	40476	2100	11/3/9	S/C	00000
REMARKS													
524	R	3/8	1/6/0	48196	2100	6/11/0	TIME	MCI	49746	3650	6/19/0	OVH	00000
REMARKS													
1263	L	1/6	6/10/0	4607	0								
REMARKS													
REMARKS													
REMARKS													
REMARKS													
REMARKS													

Printout of powerplant removal report (at right) showing date, total aircraft time, plane number and accumulated time when pulled. This information is used to update parts history cards (above).

```
PWR. PLANT REMOVAL
DATE: [          ]
A/C TT          3076:44
PL    7738
   ENG -        2016        925:36
 20400-         8863        925:36
 20127-          260        293:36
 23009-          274       1246:36
 25024-       203810        293:36
 27552-       128399        295:56
 28650-          781        293:36
 31207-          140       2146:36
 31207-        34978       1815:36
 25023-        11388        293:36
 37838-          144        395:36
 38014-        49486        395:36
2780024-          90       1395:36
 37837-           76       2118:36
 17151-        69802        293:36


UNIT CHG
PL      7739
   17151 -   108287      1431:43


UNIT CHG
PL      7740
   37838 -      472       674:34
```

was brought into the picture.

The airframe program, flight time and unit changes—which may run as high as 125 a day—are read into the computer. Unlike the powerplant program, the plane file tape containing complete information on the plane and parts is not stored in the memory but is run through the computer one plane at a time. Computer upgrades time and makes all pertinent parts changes. It notes whether or not newly installed parts will reach the next airframe overhaul without exceeding specified overhaul limits and points out exceptions with the time at which the unit must be removed. Changes in the master file are then printed out for use with the next day's up-dated run. The complete

AIRCRAFT NUMBER	LOCATION POST		SERIAL NUMBER	DUE DATE	REASON	TIME
7731	1	ENG	2008	4/23/60	insp	400;00
7731	2	ENG	2074	5/2/60	insp	754;00
7731	3	ENG	2025	4/7/60	insp	400;00
7731	4	ENG	2003	5/2/60	insp	783;00
7732	1	ENG	2088	5/14/60	ovh	1000;00
7732	2	ENG	2029	4/27/60	insp	400;00
7732	3	ENG	2089	4/27/60	insp	756;00
7732	4	ENG	2087	4/20/60	insp	777;00
7733	1	ENG	2081	4/28/60	ovh	1000;00
7733	2	ENG	2009	5/3/60	insp	796;00
7734	1	ENG	2014	4/17/60	insp	400;00
7734	2	ENG	2064	5/13/60	insp	679;00
7734	3	ENG	2053	5/6/60	insp	791;00
7734	4	ENG	2079	4/22/60	insp	792;00
7735	1	ENG	2015	5/7/60	insp	400;00
7735	3	ENG	2015	3/16/60	insp	400;00
7735	4	ENG	2033	2/25/60	insp	400;00

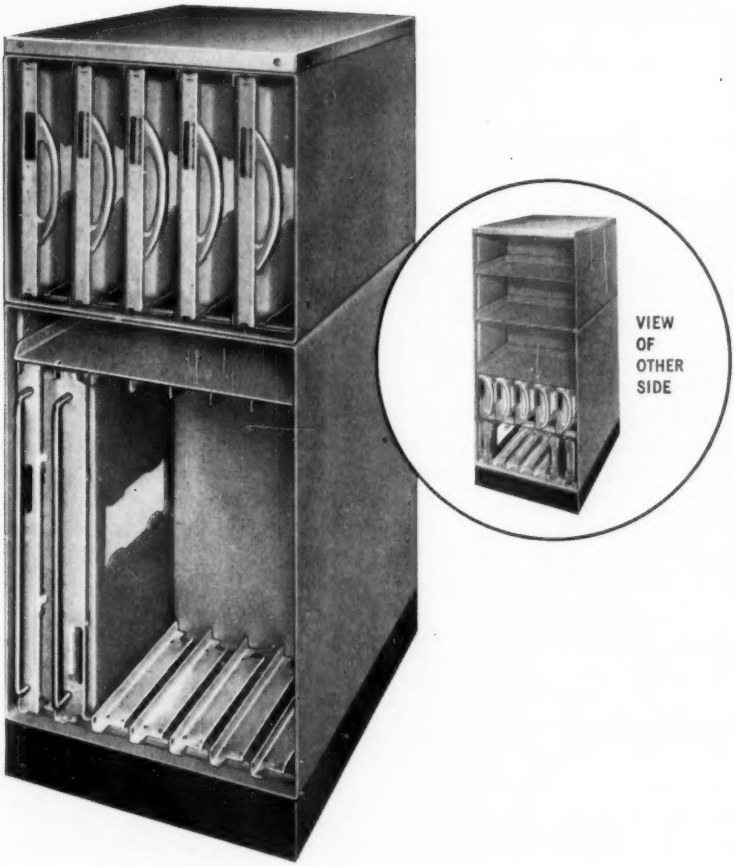
Computer's printout of powerplant simulation program for a 30-day period showing plane number, engine location, serial number, estimated maintenance-due date, extent of maintenance and estimated hours.

up-dating transaction requires less than two minutes per plane on the average. Error checks throughout the program guarantee accuracy.

To aid scheduling and planning, TWA built a unit change simulation program (now used only for complete powerplants) which presents a 30-day forecast of engines that will come due for inspection and overhaul. Based on assumed conditions proven by past experience, the program print-out is an itemized list of engines and maintenance-due dates. By a simple program modification, simulations can be run for a host of other parts.

The current computer programs represent only a segment of the workload planned for the future. Since the time-controlled part program has produced savings in maintenance costs through maximum utilization of parts life, it will be expanded to include additional parts.

Parts which were not time-controlled were replaced arbitrarily at a specified time. Time-control allows greater utilization of service life. With the computer handling the paperwork, such a procedure is now economically feasible. Additional programs are planned to analyze and measure various phases of production at the maintenance center. As is true with most computer installations, potential applications materialized quickly.



This is the new Diebold Modular Control Panel storage system. Shown here is but one of an almost unlimited variety of interior arrangements possible. In addition, you have a choice of three different cabinet sizes, drawer units, casters or stationary bases. And all these arrangements can be changed when and as your requirements change. The coupon at right will bring details without obligation.

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CITY..... ZONE.... STATE.....

DIO-1302

For More Information Circle No. 262

The NCR-310 controller-computer is shown in foreground.

Two Bank Computers

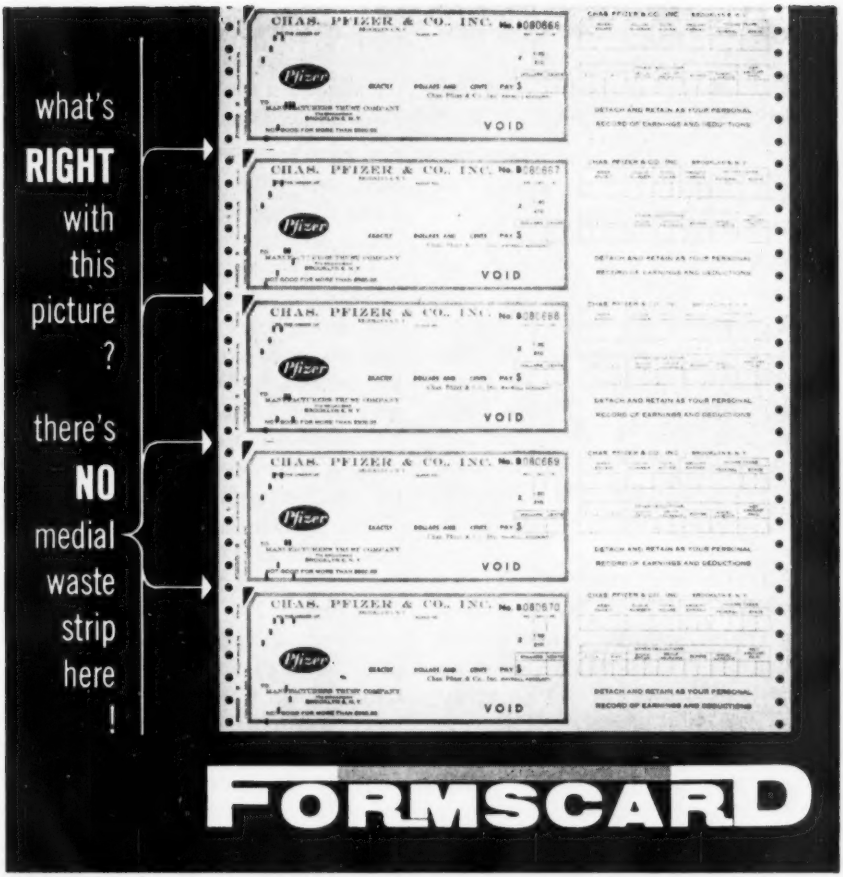
THE NATIONAL 315 computer and 310 controller-computer were announced by National Cash Register Co., Dayton, Ohio, to round out NCR's bank automation program and provide complete automation systems for every size and type of institution. For medium and large banks, a basic 315 computer system will rent for less than $8000 a month and fully automate a bank's record keeping. The 310 renting for $2450 a month, automates check sorting, listing and posting in banks which install the Pitney-Bowes-National sorter-reader used with National's Automated Post-Tronic.

Low cost and expansibility were termed the features of the 315 computer system. Built in modular style, the solid-state 315 can be expanded as a bank's operations grow, eliminating obsolescence. Memory capacity can be increased from 6000 to 120,000 characters without new programs.

The equipment can control operation of up to four magnetic character sorter-readers and automatically direct sorting of checks, at speeds up to 180,000 an hour. A system of buffers allows the 315 to perform several different operations at one time. While the central processor is handling one job, other units in the system can perform other tasks. A multiple lister permits printing three different documents at once, each with different spacing. The first 315 system will be installed early in 1962 at the Meadow Brook National Bank of Nassau County, West Hempstead, N. Y.

The 310 unit automatically creates a punched paper tape record of the account number, amount and transaction code of checks and deposits, while

The NCR 315 solid-state computer system.



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For More Information Circle No. 260

forms are being processed by the sorter. It also simultaneously checks the accuracy of this information. The equipment is able to read entire account numbers. Brookline Savings & Trust Co., Pittsburgh, and Society National Bank of Cleveland have placed the first orders for the 310. First installation is scheduled for early next year. **For More Information Circle No. 107.**

High Speed Data Transmission System

DIGITRONICS Dial-o-verter, a system which transmits data over regular telephone lines at 1500 words per minute, was announced by Digitronics Corp., Albertson, N. Y. It will function with the Bell System Data-Phone 200 at 150 characters per second. A person can simply dial, and the person at the other end is ready to send or receive data in machine language.

The Dial-o-verter checks the line for transmission, before it permits data to be sent. Other features, to assure accuracy, include error reporting, error retransmission options and double parity.

The flexibility of the Dial-o-verter system permits it to read or write data via punched paper tape, punched cards or magnetic tape. It can transmit data in one medium at one point, and have it received in another medium at the other point. A plant can send paper tape, and have it produced either as cards or magnetic tape at the computer center, or vice versa.

Data may be transmitted at regular local or long distance rates. Unattended operation allows lower-cost night transmission, and avoids overtime charges for personnel. Data to be transmitted may be left loaded on Dial-o-verter and no personnel are required at remote stations. One operator at the data center can handle the entire operation.

The system is based on the Digitronics Model D599SR coupler which forms the interconnection between the Data-Phone 200 and any data media commonly in use, such as paper tape, punched cards or magnetic tape. When transmitting, it is used with a high-speed perforated tape reader, but also can function with a card reader or magnetic tape handler. When receiving, the coupler functions with a high-speed paper tape punch, card punch or magnetic tape handler. **For More Information Circle No. 106.**

Eugene Leonard, Digitronics vice president in charge of sales, and Marie Cooper, systems and communications manager, demonstrating the Dial-o-verter system.

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Accept this silver-dollar paperweight FREE...

...for seeing how this calculator prevents figurework errors, puts $5 in your pocket for every mistake avoided!

It costs you $5.00, on the average, to catch and correct each figuring error!

So every time the fast, accurate Marchant calculator *prevents* a mistake, you actually put $5.00 in your profit column.

See how a Marchant can do this for you with unerring automatic operation. Test it on your own figurework. *And receive, free, a beautiful and unusual American Silver-Dollar Paperweight as a token of our appreciation.*

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Speedy Marchant Deci•Magic stops decimal errors automatically

With this unerring figuring machine, the operator touches just one key one time and *all* decimals are set automatically, for the entire problem and in the answer. Then she just "writes" the figures in the keyboard as she would on paper. The Deci•Magic does *all* the rest—delivering the answer at *twice the highest speed* of any other desk calculator!

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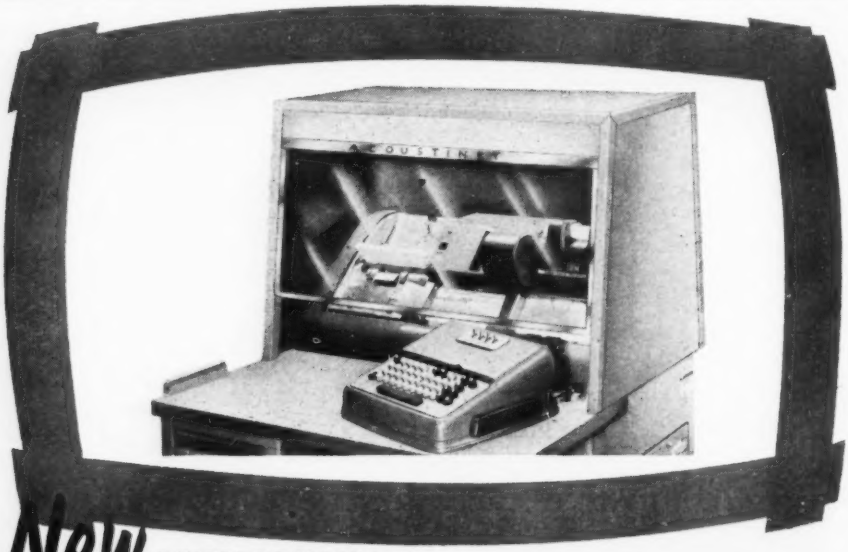
Optical Scanning Punch

THE OPTICAL SCANNING Punch, announced recently by Remington Rand Univac Div. of Sperry Rand Corp., New York, reads handwritten markings on a standard 90-column tabulating card and punches the appropriate code in the same card at a speed of 150 cards per minute. Any soft lead pencil can be used and no special symbols are needed. It reads actual numerals as well as normal pencilled notations such as check marks, lines, x-marks and circles.

By eliminating the need for manual



New DEVELOPMENT

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For More Information Circle No. 475

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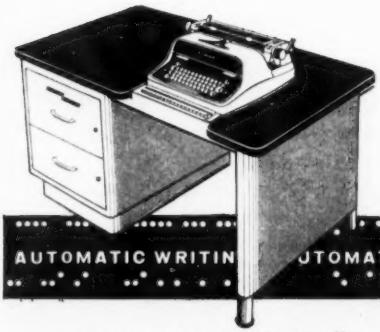

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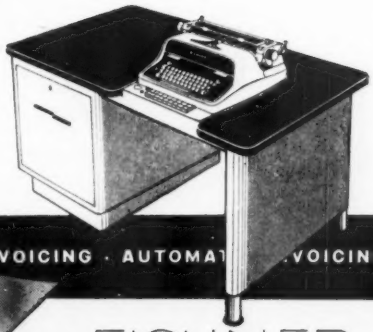

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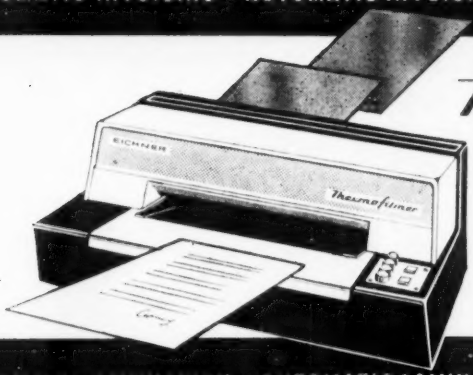
In a few seconds pamphlets, reports, documents and drawings, are automatically "thermofilmed"—i.e., coated on both sides with a thin, colorless and transparent film. Papers are permanently protected, clean and impressive in appearance.



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For More Information Circle No. 280

WHICH ONE OF THESE
MANAGEMENT QUESTIONS
GETS A HAZY ANSWER IN YOUR COMPANY?

1. *What is Policy?*
2. *What are the 7 marks of a Useful Report?*
3. *How can we write procedures so anyone can understand who does what and when?*
4. *How do bootleg forms affect office costs?*
5. *Will Electronics solve your office problems?*
6. *Is an organization chart A Useful Tool?*

Each of these questions is answered in separate issues of SYSTEMATION, a new service by a 42 year old management service company.

SYSTEMATION costs $20. a year. But you can judge for yourself first. Write for free copies of issues answering any two of the above questions.

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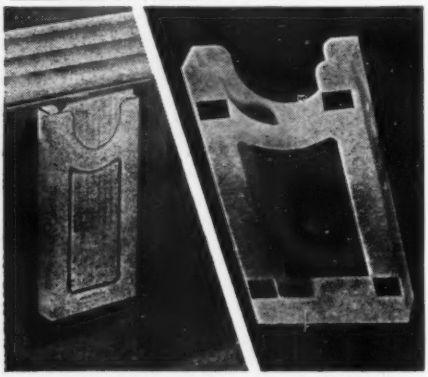


MAGNETIZED TAB CARD HOLDERS

Card holder with four heavy permanent magnets can be attached or hung on any metal surface such as tab machine, filing cabinet or metal desk. 1 to 24 $1.50 each; 25 to 49 $1.35 each; 50 or more $1.25 each. Tab card holders in other styles available—also metal clips for shelving installation. Write for information and prices. BEEMAK PLASTICS, 7424 Santa Monica Blvd., Los Angeles 46, Calif.

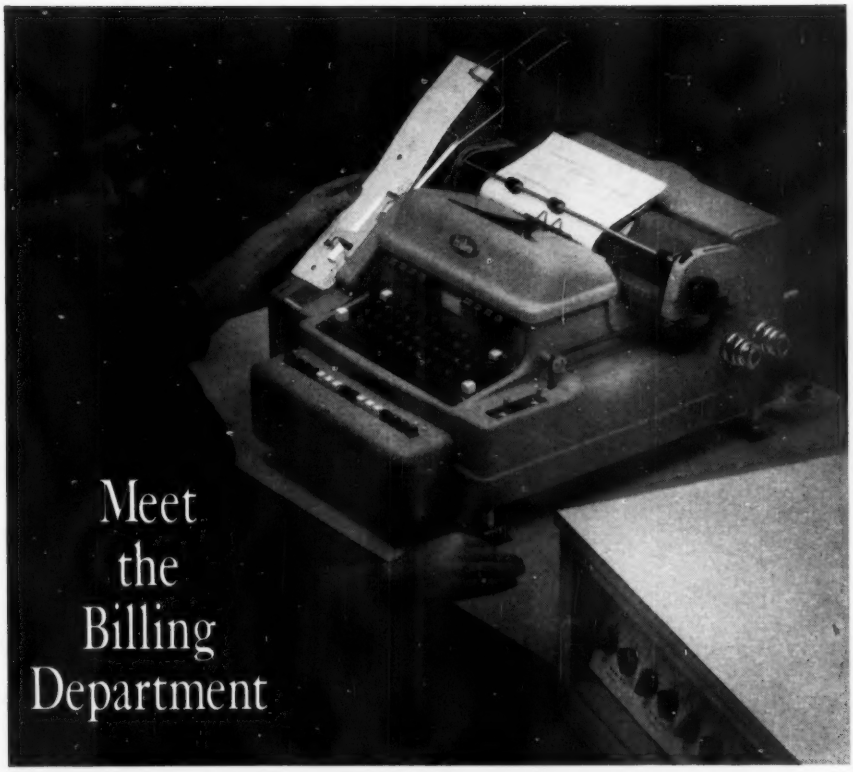
For More Information Circle No. 453

card punching from original source documents, the Optical Scanning Punch reduces the most time-consuming phase of punched card data processing and automatically detects improperly marked cards. Applications for the photoelectric unit include the full range of accounting and statistical jobs. It permits facts and figures to be recorded for automatic processing at or near their source whether in the office or at a remote location.

For example, physical inventories can be speeded and simplified by using cards as reporting forms in the warehouse, marking quantities in pencil. In a factory, reports for payroll accounting and production control can be made directly from the shop floor. Cards at each machine station can be marked for production quantities and actual time spent on each operation.

As many as 40 columns of information can be marked on one side of a standard 90 column card. Cards can be

"Don't tell me you feel insecure. You're just a shiftless, lazy clod, and you'll get on the ball . . . or else!"



The girl who runs the Friden Model CTS Computyper® turns out an amazing number of invoices and still has one of the easiest jobs in the office. Together, she and machine comprise a complete billing department.

Utilizing edge-punched cards which contain constant data, the CTS writes the heading and line items at a speed of 100 words per minute. It stops automatically to let the operator fill in order number and item quantity. Extensions, discounts, tax computations, and totals are figured and typed on the invoice automatically. Grand totals, stored in the machine, may be printed at any time.

As the invoices are prepared, the CTS automatically punches selected information into a by-product paper tape for subsequent data processing such as direct conversion to tab cards. Or, the CTS can directly control card punching as *another* automatic by-product.

We call this PRACTIMATION: automation so hand-in-hand with practicality there can be no other word for it. Call your Friden Systems Man or write: Friden, Inc., San Leandro, California.

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For More Information Circle No. 234

designed to provide 80 columns of marking, using both sides. The marking area for each position on the card (which determines the digital value of the mark) is a relatively large rectangle, so that only a reasonable degree of precision is required of the person marking the card.

The machine is equipped with a sensitivity control mechanism which allows adjustment for cards bearing marks of varying density, thus making it possible to process cards which have been too lightly marked with too light a pencil and others which may be smudged by dirt or improper erasures.

On reading a card with a missing mark or a double mark, the machine automatically catches the error in one of two ways: it either stops until the error has been corrected, or continues and automatically segregates the error card into a reject pocket. When the reader stops, indicator lamps on machine's operating control panel automatically signal the type of error and indicate the location of the improperly marked columns.

The machine provides a high degree of programing flexibility by manual switches on the control panel and a removable plugboard. Program changes are made by replacing one plugboard with another. **For More Information Circle No. 101.**

For More Information Circle No. 339

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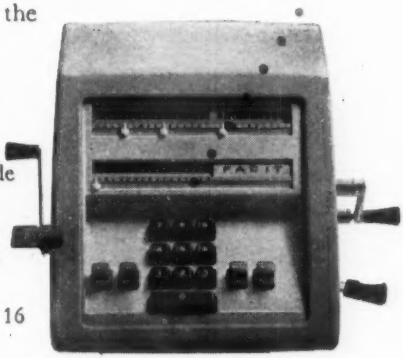
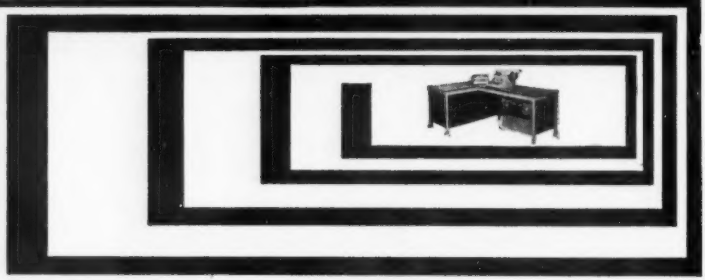


For More Information Circle No. 243

MONROBOT XI *Another Achievement from Monroe*



FROM NOW ON, *electronic computers will all be judged by this one. The* ***MONROBOT XI*** *is an all-purpose electronic computer priced and sized for the moderate-size business unit.* ***MONROE*** *has ingeniously compacted all the functions of the super-giant computer into a desk-size solid state machine any typist can operate. Despite appearances, this is no miracle, though that may be disputed by elated businessmen for whom electronic data processors had always been far too big or too costly. And to those already initiated, it brings the widely expanded benefits of decentralized electronic data processing. Astonishing how little Monrobot XI costs and how fast it will pay you back.*

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A DIVISION OF LITTON INDUSTRIES

THE CALCULATING · ADDING · ACCOUNTING · DATA PROCESSING MACHINES

Monroe Calculating Machine Company, Inc. Sales and service in principal cities everywhere. General offices, Orange, N. J.

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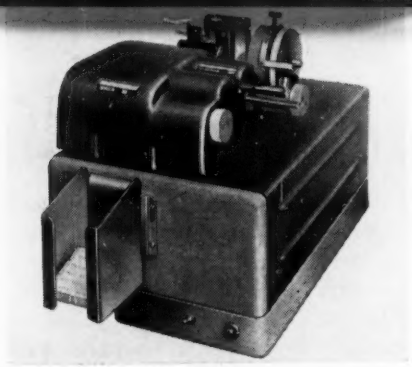

Numbering Punch

A SERIAL CODE numbering printer-punch was announced by Dennison Mfg. Co., Framingham, Mass., to produce serially numbered, multiple stub tags as basic input media in data processing systems for production and inventory control, piece rate payroll, shipping and inspection control. The machine produces either 20 or 26 digits of imprinted and code punched data, plus a five-digit imprinted and code punched serial number on each stub in a Print-Punch tag. The serial number may be either repetitively or consecutively numbered from 00,001 to 99,999. The machine may be set to repeat one number two to ten times before advancing to the next number. It operates at 175 impressions per minute. Copy for both code punching and imprinting is set simultaneously by the Dennison Dial-Set. Either four or five unit codes are available. Stub size depends on column capacity. The 1″ x 2.7″ or 1″ x 3 7/32″ stubs are fed automatically in continuous fanfolded strips. Print-Punch stubs may be automatically converted to 80 column or 90 column punched cards with equipment now available. **For More Information Circle No. 137.**

IBM 1401 PROGRAMMING TRAINING

Home Study Courses
for people without
technical training
or experience.

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For More Information Circle No. 336

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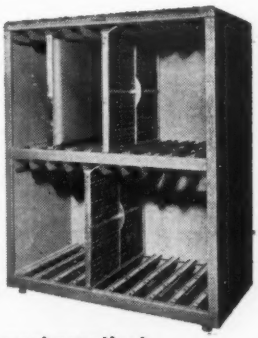

The nylon rollers make board access and storage virtually a one finger operation.

Pat. Applied For

Model 4071 40" Wide; 22" Deep; 48" High; Shipping Wt. 195 lbs.

The newest and most practical idea in 407 type panel storage
Stores 20 panels in less space.

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For More Information Circle No. 337

Lower Priced Office Computer

THE DESK-SIZE E103 digital computer for office data processing has been introduced by Burroughs Corp., Detroit, which announced the reduced price of an earlier model, E101, from $38,325 to $26,750. The E101 is used primarily for scientific and engineering applications. The E103 will sell for $29,750. Lease rate for both the new computer and the E101 will be $875 a month.

Series E machines fill the middle range between the Burroughs F2000 electromechanical business computer and the B251, 205 and 220, medium and intermediate scale electronic data processing systems. To capitalize on the expanded market, Burroughs systems specialists have developed a series of programs to apply the E103 to such jobs as sales analysis, payroll, labor cost distribution, tax billing, dairy route accounting, bond yield and interest projection tables. Retail and wholesale merchants, financial institutions, industrial manufacturers and governmental agencies are among the enterprises that will find the small computer practicable for their day-to-day data processing and accounting work.

An accounting machine printer and a new control unit which provides greater programing flexibility will be standard equipment on the E103. The machine's problem-solving capabilities may be greatly extended by optional paper tape and/or punch card equipment for input and output. The general purpose computer also will feature a magnetic drum memory with storage capacity for 220 words of 12 digits plus sign. It also contains built-in decision-making abilities. Simplified external pinboard programing means a minimum of operator training. **For More Information Circle No. 105.**

The Burroughs E 103 general purpose computer is designed for small and medium sized businesses.

Now good presses come in small packages, too!

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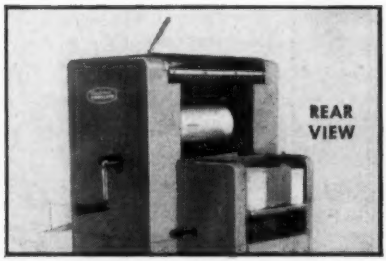
It's built by Rotaprint, originators of office offset. Work-saving features are engineered in, not tacked on. Exclusive Copifount process automatically regulates water and ink. "Down time" is low, so is maintenance. **$1,695 F.O.B. New York**



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Now Mr. Roytype has—

THE MOST DURABLE COMPUTER TAPE EVER MADE!

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Your Mr. Roytype has done it again . . . come through with the most durable tape available for your modern business machines. This perforator tape is made by laminating paper to tough Mylar* plastic film. It will far outlast any paper tape. But, leave it to Roytype to provide several kinds of Roytape . . . to have on hand, for your best interests, just exactly the Roytape for your specific jobs and equipment.

Whether you require oiled tape or the non-bleeding unoiled kind, rolls or folded, regular weight paper or heavy duty Master tape paper, your Roytype representative has it . . . and can get it to you next to immediately. Ask him to help you. That's his job.

*"*Mylar*" *is the registered trade-mark of the DuPont Company*

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Please have our Mr. Roytype show me the kinds of Roytape available for my computing machines.

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A complete line of business supplies . . . expert help . . . and the fastest service, too.

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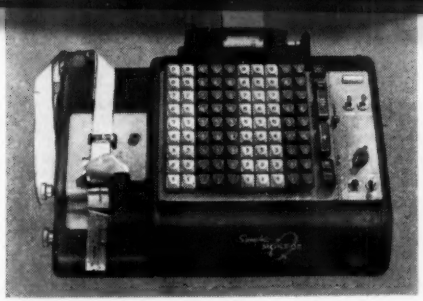


Data Originator For Accounting

A SOURCE DATA originator designed exclusively for data processing in accountancy was announced by Monroe Calculating Machine Co., a Div. of Litton Industries, Orange, N. J. Available in both single-register and duplex models, the Synchro-Monroe Accountants' Program Punched Tape Adding Machine, P-03, succeeds two earlier punched tape adding machine models, combining the features of both and offering several new ones.

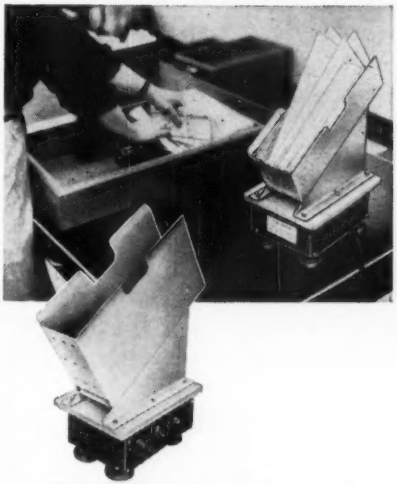
Compatible with data processors of all service bureaus, the portable Accountants' Program machine universalizes source data origination in processing for accountants. Machine features automatic repetition of all code information, eliminating re-indexing of repetitive reference numbers. Keyboard symbols provide clear-cut identification of operating controls. Five excess codes for the future provide versatility in systems improvement, and eliminate the chance of machine obsolescence.

In accountants' program data processing, accounting information is recorded on punched tape. Tapes are processed at data processing service bureaus, and printed accounting records and reports are returned to the accountant for his clients. **For More Information Circle No. 103.**

SYNTRON

Vibrating

PAPER JOGGERS



Save time, money and reduce waste losses

SYNTRON Paper Joggers are the answer to those time consuming jobs.

—preparing mail for automatic opening, aligning scrambled stacks of checks, time cards, punch cards, invoices, sales manuals, purchase orders, etc.

They are easy to operate, require very little space, produce 3600 vibrations per minute—enough to align most paper stock. Designed for efficient, dependable maintenance free service. Available as table deck, divided deck or bin type joggers.

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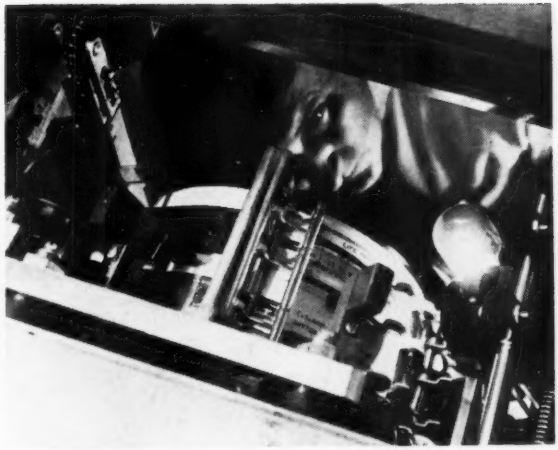
At last - a ballpoint especially designed for office use!

For More Information Circle No. 244

Optical Character Reader



An IBM engineer inspects a reading station in the 1418 optical character reader which reads typewritten or printed numbers in ordinary ink. It can also sense pencil or ink marks which represent specific characters. After reading data, machine feeds it directly into the magnetic core storage of an IBM 1401 computer.

TYPED and printed numbers can be read directly into a computer memory by the 1418 Optical Character Reader introduced by International Business Machines Corp., White Plains, N. Y. The solid-state unit reads data printed in widely-used type styles on paper or cards at 480 characters per

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A—NARCO Accounting Boards • Movable Rail
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For More Information Circle No. 349

"Moore forms help us speed invoice data from Shipping to Billing"

KENNETH C. SMITH,
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Automated control of paperwork in Jantzen's new invoice system has made savings possible for this manufacturer of men's and women's swim suits and sportswear. Now communication between departments is shipping order on a special one-part form. The order goes to the shipping center in Vancouver, Wash., nine miles away. There a packing memo is written on a teletypewriter, which produces a punched by-product

faster, several manual steps have been eliminated, and the chance of human error has been minimized.

Punched cards containing order information are processed in the Portland, Ore., tab department. Electric accounting machines convert the cards to a printed tape. The memo is sight checked against the order as another control, and the tape is used to transmit the data to the Billing Dept. in Portland, where it appears as a duplicate tape.

The transmission also activates three 'slave' units which automatically print the labels, express receipts, and bills of lading that are needed. In the Billing Dept., the duplicate tape is converted to punched cards, used to print the complete invoice. Throughout the system Moore Speediflo is the form used—the company's control in print.

"We relied on the Moore man's knowledge of system and form design to give us the controls we needed," said Kenneth C. Smith, Vice President and Treasurer of Jantzen, Inc. For details on how the Moore man can help you, get in touch with the nearest Moore office.

MOORE BUSINESS FORMS, INC., Niagara Falls, N. Y.; Denton, Texas; Emeryville, Calif. *Over 300 offices and factories throughout the U. S., Canada, Mexico, Cuba, Caribbean and Central America.*

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the only "pencil-thin" Electric Eraser!

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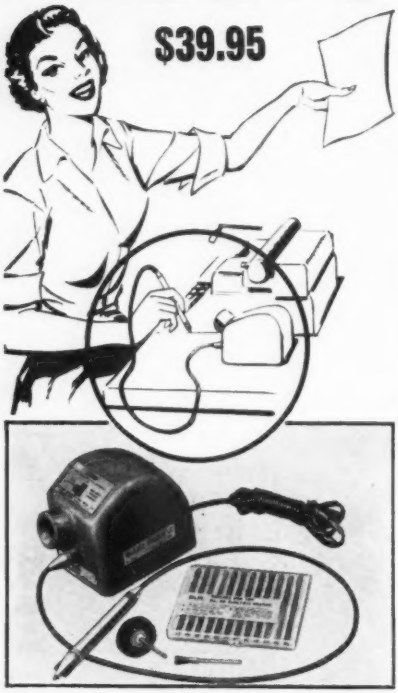

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- **SELF POINTING ERASER**—1/8" diameter tip erases a single letter without the need of erasing shield.
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- **LONG LASTING**—3½" long. Erasers are available in three grades, coarse, medium and fine.
- **VERSATILE**—ideal for office, drafting and engineering. Offset plates and masters for most duplicating equipment, quickly corrected.

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For More Information Circle No. 428

second. As many as 400 forms a minute may be read. The printed data is automatically translated into machine language for direct input to an IBM 1401 computer.

The 1418 reads numbers printed ten characters to the inch by IBM 407, 408 and 409 accounting machines, 1403 printer, or electric typewriter. It also can read numbers in the elongated 407 type style used by credit card imprinters (seven characters to the inch). In addition, it can be equipped to read vertical markings made with ordinary pencil or dark inks to represent specific information on a form.

The optical character reader handles forms from 5⅞" to 8¾" wide by 2¾" to 3-2/3" high, of a thickness varying from that of bond paper to tabulating card stock. As forms feed into the 1418, they are separated and aligned. Each form feeds individually on a revolving drum, held flat by a vacuum. As drum revolves, complete surface of form passes under a lens system.

The standard 1418 has one optical reading station to read a single type style from any line on the form. Optional is either a second reading station or a mark-reading station. A second reading station allows two lines to be read in one pass through the machine. These lines can be in the same or different type styles. The scanner recognizes a practical range of print quality. Characteristics by which each number is identified are contained within the reader's circuitry. The light image of a character is converted to electrical impulses which are compared and matched with internal logic patterns. Numerical characters are individually

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- **Takes paper 9″ wide and any length**
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For More Information Circle No. 315

recognized and transferred one at a time to the magnetic core storage. Then data can be processed and results produced as punched cards, magnetic tape or printed reports. Forms from which data were read are fed into appropriate sorter pockets.

While the 1418 is reading, the 1401 can perform independent functions such as a magnetic tape-to-printer operation. Magnetic tapes can be also used for input to larger IBM data processing systems.

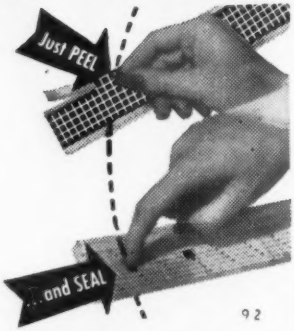
The 1418 reader can be used with any Model C, D or E 1401 magnetic tape system. It is available in two models: Model 1 with three sorter pockets and Model 2 with 13 sorter pockets. When not in use with the 1401, the Model 2 can be used for independent optical sorting of printed forms and cards. Model 1 rents for $2,600 a month and sells for $120,-300. Monthly rental for the Model 2 is $2,900 and purchase price is $133,800. A 1418 adapter feature for the 1401 rents for $100 a month and sells for $3,-750. An additional read station rents for $125 a month and sells for $5,-450. Mark-reading station rents for $125 and sells for $5,950. Deliveries in 1962, installed in the plant or on a 1401 in user's office. **For More Information Circle No. 102.**

CORRECT KEY-PUNCH ERRORS

with BRADY self-sticking

CORRECTION SEALS

Made of super-thin Mylar® . . . feeds freely, won't jam equipment. Highly visible opaque red color easy to spot. Fast to apply. Low in cost. Order red and transparent seals from stock; silver on special order. Send for free sample.



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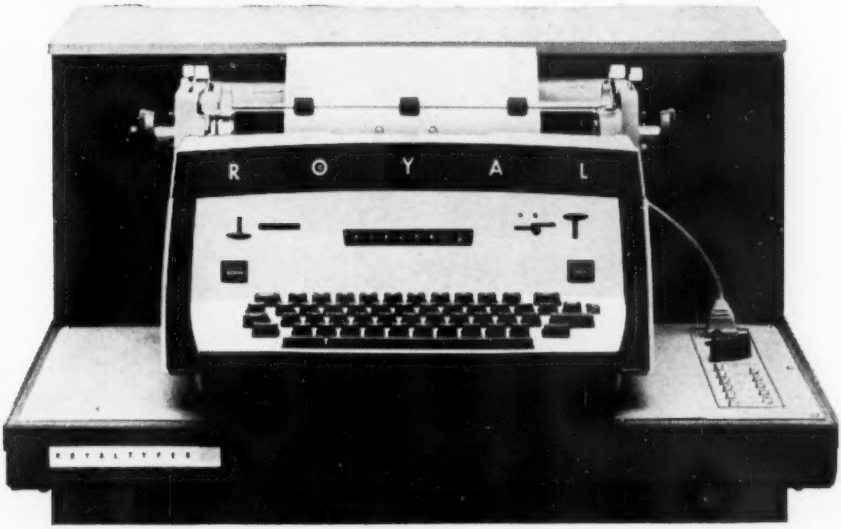
Finally, a single system automatic typewriter —it does its punching and its typing all with this one simple standard keyboard.



Its name is Royaltyper. Its maker is Royal McBee. Its cost is in line with suddenly outmoded two-unit systems.

Any typist can operate it, just as she operates her typewriter. Directions: roll in a piece of paper . . . flick a switch . . . type the first letter. This automatically punches the tape *and the operator sees every word she is punching*—no blind punching as in outmoded systems. Then the machine takes over—all by itself. At 135 words a minute all day long. Number of copies: unlimited. Number of rest periods: none.

Does your company ever have personalized first-copy mass mailings to get out? Is your company tired of paying the high cost of independent punching service, or of training employees to punch on complicated outmoded systems? Then get in touch with Royal McBee Corporation, Port Chester, New York, for full information on the brand new Royaltyper.

Product of Royal McBee Corporation, World's Largest Manufacturer of Typewriters. ROYAL®

For More Information Circle No. 233

What PROGRAM-MATIC System Control does for your offset duplicator

The new ATF Program-Matic System Control

- simplifies duplicator operation
- cuts paper waste and down time
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- stops your duplicator automatically at end of run
- lets you stop any time...and resume without losing count

(Models of the ATF Program-Matic System Control are available for Multilith 1250 and Whitin Masterlith, as well as the ATF Chief 15 illustrated.)

American Type Founders

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NAME ..... TITLE .....

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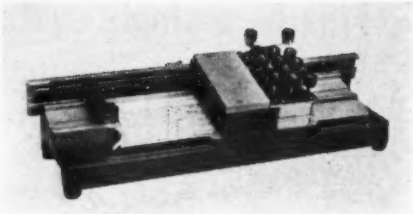
STREET & NO. .....

CITY ..... ZONE ..... STATE .....

For More Information Circle No. 392

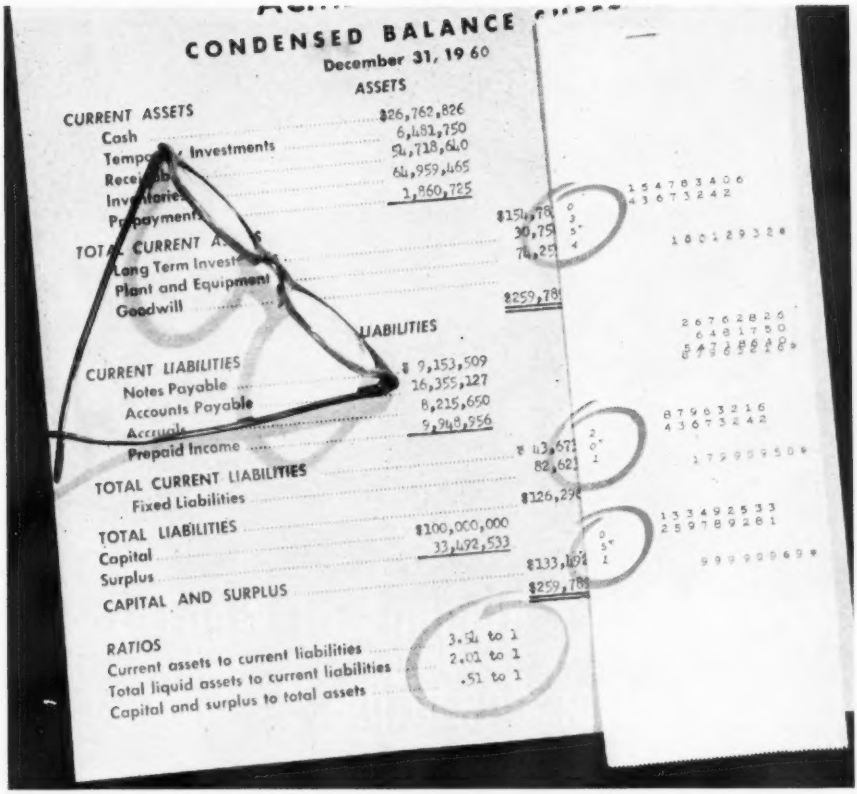


Portable Keypunch

A PERSONAL keypunch, the Model 001, was announced by Panel Wires, Inc., San Francisco. It is entirely mechanical in operation and offers a simple, convenient means for punching numerical data in tab cards. Conveniently sized, light in weight and easily carried, this punch fits on desk or top of tabulator or other machine. It has a built-in receptacle for catching chad. Serves as an auxiliary punch for immediate replacement of damaged cards or for making corrections or additions without interrupting normal routine. Numerical keyboard is standard IBM design, punch has tab stop and quick release. Numerical or alphabetic punching can be accomplished without backspacing. The PWI Model 001 is of high quality construction and precision built of fine materials for years of trouble-free service. Cost is nominal. **For More Information Circle No. 124.**

Magnetic Storage Drum

A COMPACT, low-cost, magnetic storage drum for buffer storage to magnetic tape, has been placed on the electronics market by Farrington Mfg. Co., Needham Heights, Mass. The magnetic drum, which can be supplied with matching read-write circuitry, also can be used as a medium access storage for



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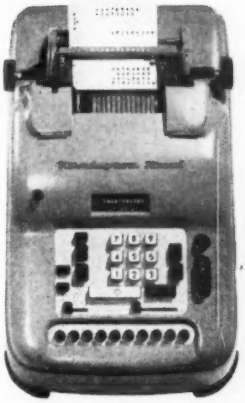

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data reduction or processing systems and similar applications. It has a pulley and belt drive which is readily replacable to provide speeds up to 25,000 rpm. Mechanical design also includes an easily removable one-piece drum and bearing assembly, enclosure for dust exclusion and thermal shock isolation, and heavy-duty shock mounts for long-term dependable performance.

The Farrington magnetic storage drum is capable of storing 100,000 binary bits of computer information. Optional matching circuitry for electronic switching, reading and writing on desired tracks is supplied in blocks of ten or 16 channels and consists of one printed circuit read-write board per track. The desired track is selected by a high-speed digital logic matrix to the various read-write boards. This circuitry permits operation up to 500 kc, with input and output levels of plus 5v and minus 5v, respectively for a one and a zero. Modular construction provides flexibility in use and ease of maintenance; also allows system modification. **For More Information Circle No. 104.**

Farrington's low cost magnetic storage drum.

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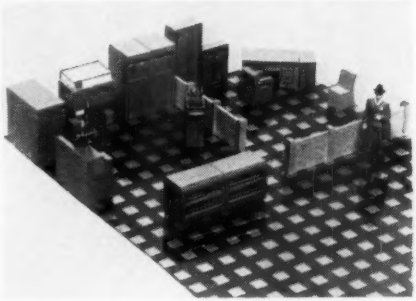

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For More Information Circle No. 362

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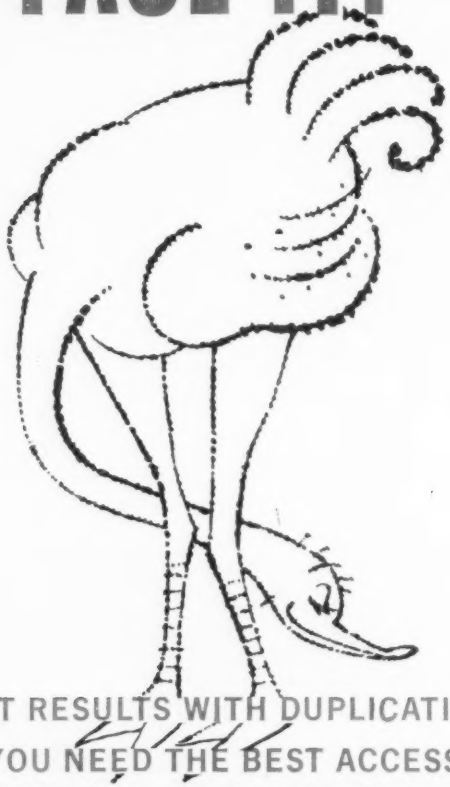

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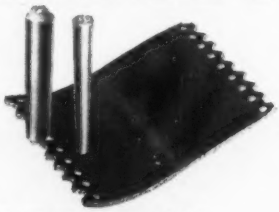

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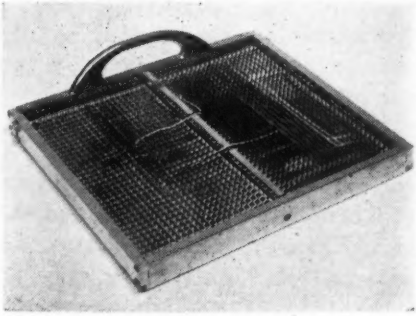
For More Information Circle No. 269

Machine Control Panel



A CONTROL PANEL for use with GC PanelLogic machine wiring was announced by Clarkson Press, Inc., Buffalo, N. Y. Called the GC PanelLogicPanel, it has a permanent terminal post in every hub, ready for wiring. This eliminates the need for inserting individual terminals. Completely interchangeable, the panels can be used for different machines by switching templates. Checking circuits is easy; just leave panel in machine and test contact between terminals.

Panels are available in single, double or triple sizes for use in various IBM machines. Also available are inserts only, which can be slipped into your present frames. Single panels are $34; double panels, $60; triple panels, $85; single inserts, $23. **For More Information Circle No. 177.**

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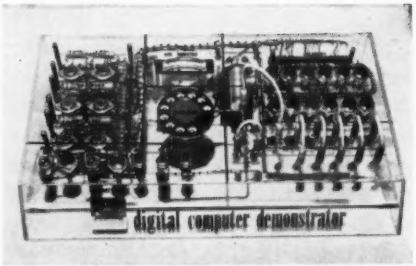
For More Information Circle No. 351

Teaching Computer

A DIGITAL COMPUTER Demonstrator, to aid in teaching the basic principles and functioning of electronic computer units, has been developed by Aironics, Inc., Hialeah, Fla. This simple piece of equipment is encased in lucite to allow full viewing of areas marked on the panel, and for circuit tracing of color coded wiring. It operates from any standard current, at approximately 5 watts, and does addition, subtraction, multiplication, division and many simple, first degree equations. The single input unit has no memory retention. All mathematical processes are based on addition with easy transition to the binary system through the dual numbering on the readout board.



The Digital Computer Demonstrator is designed for use in educational institutions.

Non-technical personnel can master the machine in a few hours with the accompanying instruction manual. Unit weighs about 12 lbs., measures 19"x 19"x13". **For More Information Circle No. 108.**

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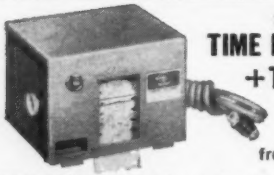

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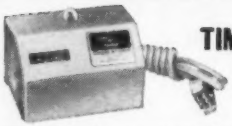

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For More Information Circle No. 215

Wear a Tie!

(Continued from page 35)

my daily routines, he chats with my people and wastes their time so they can't get their work out."

In both of the above illustrations we can say that the department manager was unreasonable and even unfair, but it was not *his* action or conduct which permitted the situation to develop. It was the systems man's fault. Systems is an ethical profession. The Code of Ethics of the Systems & Procedures Assn. of America says in part: " . . . I recognize that I have an obligation . . . to my employer and my fellow members whose trust I hold. I will endeavor to the best of my ability to warrant this confidence by advising them wisely and honestly."

The systems man must keep a certain reserve; aloof from fellow-employees just enough so that, when the day comes to make a "tough" recommendation, it will be recognized as the objective, honest appraisal of a professional based on painstaking thoroughness and high ethical standards. His personal life must reflect the same attitudes as his business conduct. His friendships, activities, demeanor and dress are all part of one whole. All these are implicit when we say: "Mr. Systems Man, wear a tie!"

For More Information Circle No. 414

RIGHT or WRONG in Employee Relations

A ROUND-UP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Can an Employee Be Disciplined for Low Production?

What Happened:

The company hired a group of industrial engineers to install a new system of standards for various jobs. Supervisors and workers were all told of the new standards. One notice was directed to employees who were told that they were expected to maintain "normal efficiencies" and that those who did not "meet the standard would be interviewed individually and action taken." At the same time the company set up a system of disciplinary actions in the form of a verbal first warning, followed by a written warning—then layoff, and finally discharge. These were to be applied to employees who consistently failed to produce at a normal rate, as indicated by the standards.

Alma Griffin was below standard. Her production improved, then it fell again. When she was called into the personnel manager's office she said that the standards were too high. The company disagreed. In subsequent weeks, as her production wavered, she was given a written warning, a layoff of three days, and finally she was discharged.

At arbitration, she argued that management cannot set up new standards for production without negotiation. What's more, workers cannot be disciplined on the basis of management's own notion of what should be produced.

The company felt differently. It

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For More Information Circle No. 300

maintained that it had the management right to set production norms and that employees who couldn't meet the demands of the job must take the consequences.

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR MILTON H. SCHMIDT RULED: "I find nothing which precludes management from setting up reasonable work standards, pursuant to reasonable time and motion studies. The authority to establish such standards is implied in management prerogatives which reserve to the company the rights of management to direct its workforce. After careful review of all the evidence, it is my conclusion that the company had the right to establish production standards—that there is no evidence of any unreasonableness in the particular standards here involved—and that the disciplinary action taken against Alma Griffin was supported by cause and was justified. Grievance denied."

Do Disciplinary Layoffs Get Paid for Holidays?

What Happened:

The company had a policy of paying for certain holidays, but only if the employee showed up the day before and the day after. Jim Zelock was on layoff for two days because he was guilty of certain misconduct. His layoff ended on the day a paid holiday fell due. He wasn't paid for it.

He admitted that he didn't work the day before the holiday. "But that wasn't my fault. I was told by the company not to come to work because I was being disciplined. So it was management's fault that I didn't show up."

"Not our fault at all," answered the company. "You were responsible for the misconduct that resulted in the disciplinary layoff. So don't blame us if you didn't show up for work."

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR ARVID ANDERSON RULED: "The policy of

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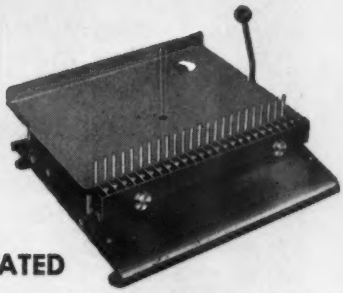

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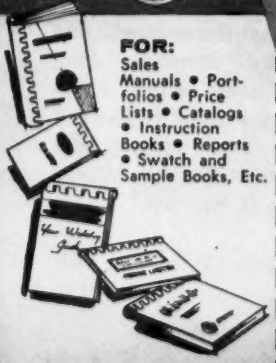

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For More Information Circle No. 271

requiring employees to work the last scheduled workday before and after the holiday to be eligible for holiday pay is to discourage voluntary absenteeism on the part of employees. In the case of a disciplinary layoff, the employee's absenteeism cannot be considered as being of his own volition. Therefore we have the question of whether the employer can add to the disciplinary penalty of layoff the loss of holiday pay, thus stretching the discipline from a two-day layoff to a two-day layoff plus loss of holiday pay. This would not be equitable. James Zelock shall be paid for the holiday."

Can an Employee Be Fired for Having a Hangover?

What Happened:

George X came to work one morning, red-eyed, sleepy looking, and appearing "as though he had had a big night." The supervisor told George to "go home." The worker didn't. When told he wouldn't be put on the job because he had a hangover, he argued and insisted that he was all right. He finally left.

He came back to work the next day and was on the job for about a week when he was called into the personnel office and fired for coming in to work intoxicated. In its argument the company made no distinction between a hangover and intoxication. Its position was that, in either state, the employee was not fit to work. The employee admitted taking a few too many the night before but insisted that he was okay in the morning. Discharge, he said, was far too severe.

Was the Employee:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR GEORGE D. BONEBROKE RULED: "The worker was allowed to come back to work, and discharged a week later. This indicated that the employer did not consider him an undesirable employee. The penalty was too severe in view of absence of proof that the employee had been drinking that morning. Also, George X had a good record. However, disciplinary suspension is merited. An employee who comes to work with a hangover is not fit for his job. A ten-day suspension is imposed."

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For More Information Circle No. 222

New Products

PROJECTION TRANSPARENCIES

Minnesota Mining & Mfg. Co., Dept. SO-409, 900 Bush Ave., St. Paul 6, Minn., announced the Thermo-Fax visual communications system which enables a plastic transparency to be made from almost any document in less than ten seconds in normal light and projected immediately in a fully-lighted room. The system combines the use of a Thermo-Fax copying machine and an overhead projector.

Thermo-Fax projection transparencies are 8½″ x 11″ plastic sheets which make high quality reproductions of originals for immediate projection in positive, negative or colored form, at 13-16c each, on any existing Thermo-Fax copying machine just as easily as ordinary documents are copied. The process is completely dry and no chemicals or solutions are needed. Originals may be opaque, transparent or translucent, and printed on one or both sides. Transparencies can be made under any conditions regardless of lighting, moisture or temperature; are permanent and durable and can be filed for future use. New data can be added to old transparencies by running them through the copying machine at any time. Colored transparencies (red, green, blue, orange and brown) permit emphasis of portions of drawings or diagrams when projected. The Thermo-Fax overhead projector, at $395, is 25¾″ high to top of projection head, 13¼″ wide and 21½″ deep; weighs 40 lbs. It uses regular 110-volt current, a 1000-watt lamp and is operated by a single switch. It projects a 10 x 10 ft. image from a distance of 15 ft. **For More Information Circle No. 191.**

PHOTOCOMPOSING MACHINE

VariTyper Corp., 720 Frelinghuysen Ave., Newark 12, N. J., announces the Model 840 Headliner photocomposing machine which delivers finished permanent proofs of multiple type lines from 18 to 72 pts. on 35mm paper or film in

about 90 seconds. Type is sharp enough to be enlarged up to 15 diameters without fuzziness or distortion. A simple character dial composes type. Exposure, developing, washing and fixing are completely self-contained and automatic. No darkroom is needed. Machine is noiseless;

emits no odors or waste materials. Exposed paper or film can be returned for accurate addition of a second or third line of type. This saves material and paste-up time. TypeMaster fonts, in popular type and handlettering styles, are interchangeable with the Model 800 which produces only single lines. **For More Information Circle No. 429.**

VERTICAL TAB CARD TRAY

Tab Products Co., Dept. T, 995 Market St., San Francisco 3, Calif., announces a line of equipment for vertical handling of machine accounting cards. The Tabtray vertical card tray can be indexed at either or both ends. The follow-block can be inserted anywhere in tray and works facing either way. Both ends are flat and square. Tabtrays stand on either end, unsupported. In addition to a compression follow-block, tray accepts a Card Controller which is lightweight, inexpensive and widely used in England. Plastic

bound steel springs of the Card Controller grip tray walls to provide even compression. It works in either direction and is easy to insert or remove. Other units of the Tabtray system include a four-shelf and a pyramid truck. Both accept an optional portable rack which holds 14 trays and can be used on desks and tables, as well as on top of the trucks. Tab Products' line of open reference files, with a complete range of size of sitting and standing heights, also accept Tabtrays. This extends flexibility of the system. A sorter rack truck, Tabtray storage cabinet with retractable doors, and a wall rack complete the line. **For More Information Circle No. 430.**

DICTATING MACHINES

International Business Machines Corp., 545 Madison Ave., New York 22, N. Y., announces IBM Executary dictating and transcribing machines which are fully transistorized and record on reusable mag-

netic belts holding 14 minutes of dictation. The dictating unit is $395; transcriber, $370; combination unit, $450. Machines feature automatic erasure and unlimited review of dictated material for error-free dictation. Belts can be easily mailed or filed. **For More Information Circle No. 195.**

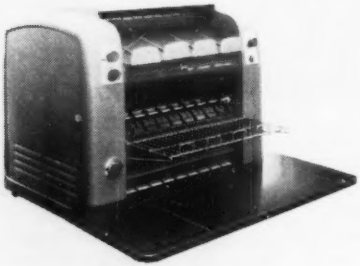
OFFSET PAPER

Ecusta Paper Products, Olin Mathieson Packaging Div., Pisgah Forest, N. C., has developed a lightweight paper, for commercial offset printing, with bulk and built-in stiffness for easy handling on press. According to Ecusta, this allows printers

to use techniques similar to those used for heavier papers. The press needs fewer adjustments and folding and collating operations can be speeded up. As part of the company's Waylite line of lightweight papers, this paper will be offered in stock sizes in 9, 12 and 14-lb. weights (17" x 22" —500 sheets). It was originally sold only in 8½" x 11" and 8½" x 14" sizes, 9 and 12 lb. The paper is said to cost less per sheet, and its light weight reduces mailing costs, enabling advertisers to spend more for quality printing. Books, catalogs, mailing pieces, plant newspapers, prospectuses and annual reports are expected to be its most important uses. **For More Information Circle No. 148.**

WHITEPRINTER

Ozalid Div., General Aniline & Film Corp., 64 Corliss Lane, Johnson City, N. Y., announces the Super Ozamatic versatile high-volume whiteprinter which processes any dry diazo sensitized material up to 19" wide at speeds up to 60 ft. a minute. It can turn out up to 2000 letter-sized copies an hour. Its 19" printing width handles up to 80% of average



technical print requirements such as bills of material, specification sheets, drawings up to C size. It is also ideal for volume preparation of overhead projection transparencies, visual aids and training materials. Originals and prints are kept in perfect registration because of true cylinder rotation, matched printer belts and perfect tracing at any speed. High-efficiency 2200 watt mercury vapor printing lamp delivers 100 watts of high intensity illumination per inch. Slanted print receiving tray stacks prints up to 19" x 18" automatically in perfect sequence. All components are readily accessible for fast cleaning, easy removal and/or re-installation. The Super Ozamatic copies single-side originals of anything typed, printed, written or drawn on translucent paper, film, plastic or tracing cloth. Operator can sit comfortably in front of machine as master and copy paper are aligned on simplified feed pickup. Wide feedboard adds work space for extra originals and sensitized material. Printing and development are synchronized in one continuous operation. Originals are automatically separated from copy; original returns to master receiving tray and copy goes to developer chamber. Copies are consistently developed at maximum line density. Cylinder can be wiped clean, inside and out, quickly and easily while the machine is in motion. Developer screen of perforated Teflon eliminates print scratching or soiling. Lift-out holding bracket simplifies removal of developer screen for quick cleaning. The Super Ozamatic dry process whiteprinter eliminates mixing chemicals or regular washing of developer chamber. All controls, including off-on switch, speed regulator, ammonia flow control and exhaust timer are on front panel within easy reach. The Super Ozamatic is 28½" high, 33⅛" wide without feedboard, 40" with feedboard. Depth is 24½" without feedboard and 41½" including feedboard and stacking adapter. **For More Information Circle No. 114.**

ELECTRIC TYPEWRITER

Remington Rand Office Machines Div., Sperry Rand Corp., 315 Park Ave. S., New York 10, N. Y., announces engineering and operating features for easier, faster typing in the new Remington Electric Typewriter. Designed to enhance the decor of every office, machine is available in beige, gray, green, coral, yellow and blue. Special colors, including ebony, can be provided at additional cost. The most important development is the car-

riage suspension design, a cushioning system which produces light, fast and responsive touch. It also enables typist to dial a precise adjustment for carbon copies with Remington's Coordinated Copy Controls. Two dials set the printwork shading and carriage position for normal or extra-thick paper packs. Dials are calibrated for exact number of carbon copies desired. Machine offers 88 different pressure regulators, one for each character on the keyboard. A slide-up vertical scale shows how many usable lines remain at bottom of a sheet. Erasing table is a flat desk-like platform directly behind platen and extending the length of the writing line as a firm horizontal surface on which to make erasures. Transparent paperholders give

maximum visibility even with 5″ x 3″ and smaller cards. They also allow paper insertion in one smooth-flowing motion. Ruling device in the paperholders permits typist to rule with pen, pencil or stylus without removing paper or manifold from machine. Other features include visible margin stops, perfect positioning scales, scientific Wafer-Lite key tops and a removable top plate. Two ribbons afford the widest range of typing needs. A carbon ribbon produces a sharp impression that resembles printing, while an all-purpose fabric ribbon is used for statistical and other multiple-copy typing. Over 100 type styles are available and hundreds of special symbols can be adapted through use of interchangeable type symbols at slight extra cost. **For More Information Circle No. 131.**

PRINTING MULTIPLIER

Comptometer Corp., 5600 W. Jarvis Ave., Chicago 48, Ill., announces the Automatic Printing Multiplier Comptograph which automatically multiplies at the touch of a key, printing the answer and both factors in three, easy-to-read horizontal lines. The 12AM Comptograph

will multiply three or more factors in a direct, straight-line flow without re-entry of intermediate results. It is always ready to add, multiply or subtract, regardless of previous operation, without setting or pre-setting any controls. Totals are easily retained along with any product or entered figure, for later use. These stored items may be recalled positively or negatively, as needed. **For More Information Circle No. 186.**

POST BINDER

Wilson Jones Co., 209 S. Jefferson St., Chicago 6, Ill., makes the Cycolok lightweight post binder with durable Cycolac plastic locking mechanism. The use of plastic instead of steel in the tubing that houses the lock mechanism provides lighter weight, rust and scratch resistance to heavy impact. Another plastic also has been adopted for use in two of the company's binder lines: vinyl-guarded covers which will outwear covers made of conventional fabrics. **For More Information Circle No. 167.**

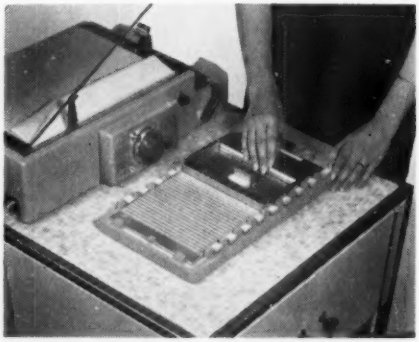
PAYROLL SYSTEM

Shaw-Walker, Muskegon, Mich., has developed a one-writing payroll system which completes payroll records in less than half the time whether you pay by cash or check. Design minimizes eye-travel, assuring fast preparation and machine-like accuracy. One writing produces employee's pay statement, earnings ledger, payroll summary and pay check. Every record is correct, up-to-date and in balance before any employee is paid. Design of earnings ledger eliminates other payroll records, such as history and rate card, union dues, savings bond account, etc.

Anyone can operate the Simplified Payroll Plan which requires no accounting machine. Peak workload can be assigned to more than one clerk without extensive training. The system uses a board designed to hold accounting forms in alignment one above another, so that preparation of top form causes necessary entries to be copied on the forms beneath. Precision register assures exact column alignment, eliminates overlapping figures and assures easiest reading. Equally effective for accounts receivable and accounts payable. In accounts receivable, two of three writing operations are eliminated, saving up to 66 2/3% in time. In accounts payable, one of two operations are eliminated, saving up to 50% on clerical time. **For More Information Circle No. 175.**

ONE-WRITE PHOTO SYSTEMS

Eastman Kodak Co., Rochester 4, N. Y., announces a Verifax Tabulating Card Shingling Unit which will fan out 34 punched cards for easy copying on a single sheet of paper. This eliminates transcribing of lists by hand or printing on



tabulating machines. Scheduled for delivery early next year for 34 cards which contain only one line of written information at top or bottom or 17 cards with three lines of written information. In either case exposure is made on a 7⅜" x 11" Verifax matrix. The unit is used with a Verifax Signet Copier.

Another accessory, almost ready for the market, the Verifax Card Grip is a steel clamp in which requisition cards can be inserted to build up a column of fixed information for purchase orders. A small

number of preprinted forms are shingled in sequence below a heading sheet containing vendor's name and address, an overlay slip is folded over the upper right corner of the cards so that quantities of

different items can be added with pencil. Laid into position on a Verifax Signet Copier, all necessary copies are produced for vendor, accounting and receiving. Cards are then removed and filed for future use. The back of each card, now used in a field test installation, also contains a continuous inventory. When supply of an item reaches cut-off point, it can be reordered immediately before item card is returned to file.

A third system under development is a pegboard platen for the Signet copier. From one to three ledger cards, depending on size, are laid between pegs to simplify billing systems. Original ledger cards of customers containing all latest charges are copied for mailing purposes. Legal-size matrices permit copying three ledger cards at a time on one billing form, perforated between individual statements for easy separation. **For More Information Circle No. 193.**

PENCILS

Joseph Dixon Crucible Co., Jersey City, N. J., has perfected Marvelead, a pencil lead with greater strength. The company will use it exclusively in the Ticonderoga line of pencils. Dixon researchers and

chemists describe the new formula as "the ultimate in lead formulation, providing as nearly a perfect lead as can be achieved." They report the lead is "virtually unbreakable" in ordinary use. Despite its strength, it retains the smoothness and free glide of soft leads, eliminates drag, reduces finger fatigue, wears longer and writes blacker. Savings to business and industry and other users of pencils are predicted, because of the longer lasting, better writing lead. Ticonderoga pencils with Marvelead are manufactured in 1 (extra soft), 2 (soft), 2 5/10ths (medium), 3 (hard) and 4 (extra hard). **For More Information Circle No. 147.**

FILE TELEVISION

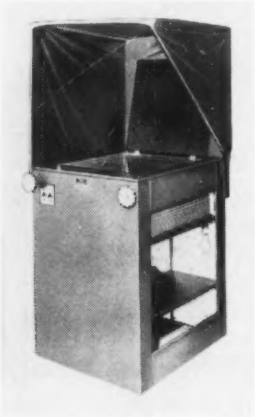
Dage Television Div., Thompson Ramo Wooldridge, Inc., Michigan City, Ind., offers a television system to provide instant transfer of visual data to any number of offices throughout a bank, factory or plant. Requiring only 4 sq. ft. of table

top, with ordinary 110-volt power and connecting cables to receiving monitors, the set is ready for use at the flick of a switch to transmit filed drawings and records. File personnel can be directed by intercom to a desired record which is placed on the table in front of the console and immediately the person requesting the information sees it on his monitor. The record may be left on the console any length of time since, once controls are set, no further adjustment is necessary. Console is equipped with a concealed Dage closed circuit TV camera, complete control panel, monitor and controlled light-

ing. Transmission of data is not confined to one building, but can go to remote facilities via coaxial cable or microwave. With voice communication maintained, operator can move large sheets at the console, as instructed by viewer, to show any part or detail. **For More Information Circle No. 182.**

CAMERA

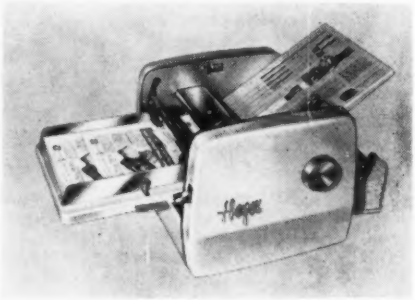
M. P. Goodkin Co., Dept. P, 112 Arlington St., Newark 2, N. J., has modified its Model A camera to improve its precision, durability and ease of maintenance and operation. An adjustable, spring loaded guide post permits vibrationless travel of both copyboard and lensboard throughout entire reduction-enlargement range. Weight-bearing spring steel tapes were replaced by flexible Mylar tapes for



quieter movement and to eliminate possibility of tape breakage from metal exhaustion. Frame attached to camera's lensboard encloses bellows and permits easy release and removal of entire bellows assembly. This simplifies service considerably. The Model A has many uses including viewing, scaling and tracing artwork. It also can be used for making line and halftone negatives, veloxes, silk screen stencils, photocopies and matrix-transfer masters. It has a 24″ x 24″ focal plate and a 27″ by 32″ copyboard. **For More Information Circle No. 129.**

FOLDING MACHINE

Heyer Inc., 1821-0 S. Kostner Ave., Chicago 23, Ill., makes an electrically driven folding machine which automatically feeds, folds and counts 110 sheets a minute and deposits them, through a belt delivery, stacked in adjustable tray. There are only two quickly set fold controls to adjust, both at the top of machine adjacent to permanent operating instructions and fold diagrams. Changes from one kind of fold to another can be made accurately in a few seconds. Operator need not fan sheets nor constantly attend



them because machine feeds only one sheet at a time. Unit has the same feed table as the Conqueror spirit duplicator. Operator merely loads paper on table, sets dial for positive feeding of thin, medium, coarse, glossy or heavy paper, touches a lever and turns to other work. When last sheet is folded, machine stops automatically and operator reads the counter to see how many were folded. If desired, feed table may be reloaded for continuous feeding while the machine is running. For shorter, occasional runs, Heyer offers a hand operated model which has all the features and advantages of the electrically driven folder except for automatic electric drive. The Automatic Electric Conqueror Paper Folder (Model EF-1) is $299.50, plus tax; the hand operated Model (HF-1) is $199.50, plus tax. Both machines accommodate a wide variety of papers, automatically feed and fold sheets from 3″ x 5″ to 9″ x 17″. **For More Information Circle No. 135.**

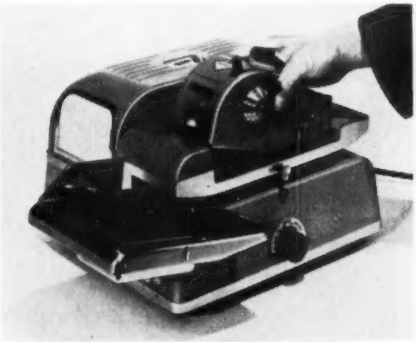
LAYOUT SCALE MODELS

Office Planning Div., Globe-Wernicke Co., Cincinnati 12, Ohio, offers persons responsible for office planning and layout techniques a free sample kit of scaled plastic layout models consisting of desk, partitions, file and chair. The complete Techniplanner kit of 750 precision-molded, scaled components is available to interested customers, on a loan or purchase

basis, from Globe-Wernicke equipment dealers. According to a survey, most of those who plan new offices or expansion prefer to have their own kits. The regular kit, packed in an easy-to-carry attache case, includes a 36-page manual on office planning, scaled planning board, background wall and layout sheets. For the free sample kit, write above address on your company letterhead.

POSTAGE METER

Tele-Norm Corp., 55 West 42nd St., New York 36, N. Y., announces the Postalia postage meter which imprints up to $9.99 directly on any envelope or package without the use of gummed tape. The 5 lb. meter can be used manually for small mailings and any size packages, or it can be snapped into a lever or electric drive sealing machine. The electric machine will imprint postage and seal up to 6000 letters an hour, accommodating envelopes up to 3/8" thick. The Postalia can take up to $9990 in prepaid postage and locks automatically when unused postage drops below $10. A safety release button prevents double stamping, safety lever prevents errors in setting postage



amounts, and a key locks meter against misuse. Approved by the U. S. Post Office Dept., it will lease for $8.50 monthly regardless of how much postage is used. Interchangeable plates available for postmark advertising. **For More Information Circle No. 162.**

PORTABLE DICTATING MACHINE

American Concertone Div., American Electronics, Inc., 9449 W. Jefferson Blvd., Culver City, Calif., introduces the Con-

certone Transicorder, a book-size, portable tape recorder, weighing under 4 lbs. that operates from its own built-in batteries, 110-volts AC, or the cigarette

lighter receptacle of a car. It has more than one hour of recording capacity. Fully transistorized with six transistors and two diodes. Two heads, record-playback and erase, permit indefinite reuse of standard ¼″ tape and improve fidelity. A dual meter monitors audio level and shows condition of batteries. Accessories include hand and foot operated remote controls, telephone pick-up, stetho earphone holder, adaptors for 12 volt DC and 110 volt AC power supplies. The price is $199.95. Machine can be carried with a shoulder strap for field recording or interviews, laid on the seat of a car or plane for dictating while traveling, or used in an office. **For More Information Circle No. 173.**

OFFSET MASKING SHEETS

Direct Image Corp., 3311 W. Beverly Blvd., Montebello, Calif., announces that its Dimask precision masking sheets are available for all offset presses up to 26″: Multilith 1300, 2066SD, 2066LD; A. B. Dick 360; Webendorfer 14x20, 17x22, 24; Harris 14x20, 17x22; Miehle 17; Davidson 233. The sheets cut clean and sharp and are coated on two sides as a perfect bond for all masking tapes, yet tape is easily peeled without damaging the mask. The truly accurate grid is reproduced on stock of great dimensional stability, providing the stripper with a higher degree of accuracy, control and working ease. For samples and prices, **Circle No. 120.**

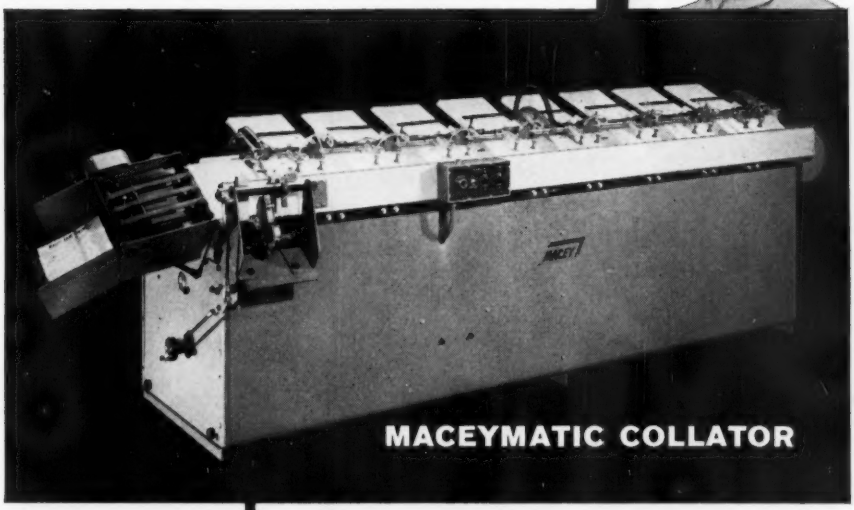
ROTARY CARD FILE

Acme Visible Records, Inc., 2211 West Allview Dr., Crozet, Va., introduces a rotary file unit 7 ft. in diameter that puts more than 125,000 record cards within easy reach. Its five step-back tiers hold all cards in view for immediate access by several girls at the same time. Tiers rotate smoothly in three independently moving sections. Since cards travel to operator, unit speeds finding and filing, eliminates personnel movements and reduces employee fatigue. Each rotary unit is engineered to fit the volume of records and limitations of space of the individual user. A typical installation places some 250,000 cards in two rotaries with accessory work tables in a floor space 7 x 18 ft. Principal uses of these rotaries are for rapidly expanding consumer credit records, central file and trust department folders. For descriptive systems booklet, **Circle No. 130.**

KEYPUNCH NOISE CONTROL

Besco Co., 600 W. Jackson, Chicago 6, Ill., announces the compact Model 100 KP cabinet which substantially reduces the noise of IBM keypunches and document writers. It fits over the top of the machine

"More than pays for itself"—says my boss



MACEYMATIC COLLATOR

MACEY COMPANY
A subsidiary of
HARRIS-INTERTYPE CORPORATION

"Hand collating was costing us real money in overtime. I couldn't get out our reports, price lists and data sheets fast enough. Now, with our Maceymatic, I can collate up to 1000 sets of two to eight sheets (5 x 8″ to 9 x 12″) in 30 minutes or less. It staples them, too. And it's not much bigger than a desk. Of course we don't use it all the time. Even so, the boss says it more than pays for itself."

HARRIS INTERTYPE CORPORATION

Macey Company, 13829 Enterprise Ave., Cleveland 35, Ohio
Will the Maceymatic Collator pay for itself in my office? Show me.

Name_____ Title_____

Company_____

Address_____

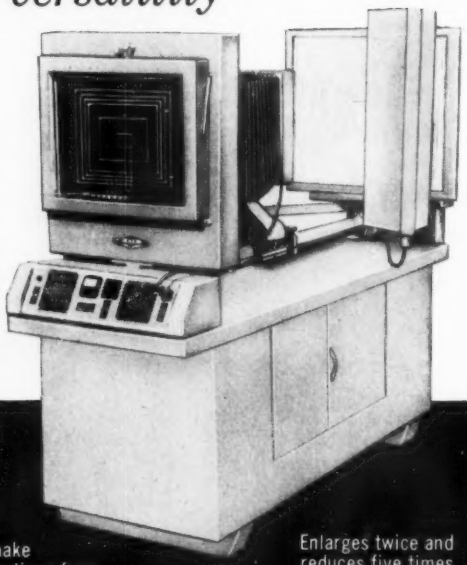
City and State_____

For More Information Circle No. 272

• *Unbeatable versatility*

BLACK & WHITE and COLOR

. . . all from one ruggedly constructed, LOW COST camera



Cut film, vacuum, Xerox, Gevacopy and Ektalith backs can be interchanged quickly and easily

Same focusing scales are used for all backs

Can be equipped to back light color transparencies

Lets you make color separations from reflection copy using standard camera lights

Enlarges twice and reduces five times

Can be equipped for gallery or darkroom operation

miller trojan Sharpshooter CAMERA

If you're looking for a really practical and versatile camera, you'll want to investigate the Miller-Trojan Sharpshooter.

It lets you interchange any one of 5 different backs. Standard transformer operated incandescent lights give you correct Kelvin temperature for making color separations from reflection copy—or, with an optional transparency copy board assembly, you can back light transparencies. It incorporates proven horizontal camera design to assure greater rigidity, better lighting, less dust, and easier operation—is equipped with the latest camera features—can be "added to" in the future without expensive modification—yet sells at a low cost.

Everything considered, it's your best camera buy whether you need the 11" x 14" or the 14" x 18" size.

Write today for full details and make your own comparison!

MILLER-TROJAN HUSKY SERIES

MILLER-TROJAN CO., INC., TROY, OHIO

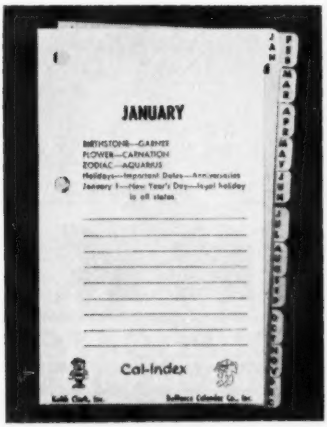
Dealers in all principal cities

For More Information Circle No. 273

and has a Plexiglas shield recessed inside the cabinet which is made of heavy gauge steel with a baked crinkle finish. Walls are 1½″ thick and composed of four different insulation materials for effective noise control at all frequencies. Unit also provides indirect lighting over the entire work area. Cabinets for other machines also available. **For More Information Circle No. 171.**

CALENDAR INDEX CARDS

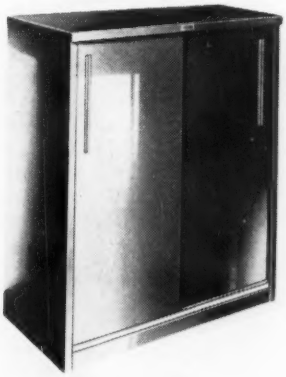
Keith Clark, Inc., 1451 Broadway, New York 36, N. Y., introduces its Cal-Index cards to add to the convenience of their 170 line of book-style calendars for desk use. The buff-colored cards are tabbed and printed with the months of the year. Calendars with Cal-Index can be more readily used to locate any month of the year for future or past references. Punched



for standard 3⅝″ x 6″ double-arched base, cards are intended for indefinite use with annual book-style calendar pad refills. Printed on the front of each card is pertinent information such as flower of the month; zodiac sign; legal holidays; how to determine undated holidays such as Thanksgiving and Labor Day for any year; and birthstones. Lines are provided on the front and back of each card for personal reminders of birthdays, anniversaries and other important dates for that month. The set of monthly cards packaged in a plastic wrap retails at 49c. **For More Information Circle No. 127.**

SLIDING-DOOR CABINETS

Borroughs Mfg. Co., 3010 N. Burdick, Kalamazoo, Mich., introduces its 1961 line of sliding-door cabinets. Vertical pulls on the doors are within convenient reach and require only finger-tip pressure at any point to slide the doors open or shut, without binding or scraping. Cabinets are made in heights of 29″, 42″ and 78″;



depths of 12″ and 18″. The perfect-fitting doors slide silently, smoothly and easily without wobble or vibration, on quiet, low-friction nylon rollers on dust-free elevated tracks. Pulls and tracks are anodized aluminum with butler-type finish which harmonizes with any of Borroughs' five cabinet colors. Sliding shelves are quickly adjustable without nuts, bolts or tools. **For More Information Circle No. 143.**

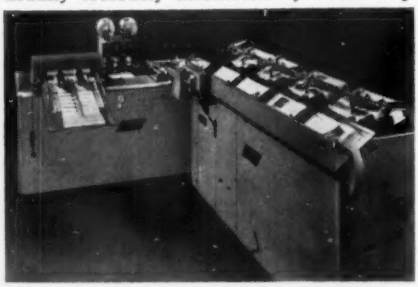
SPIRIT CARBON

Columbia Ribbon & Carbon Mfg. Co., Glen Cove, N. Y., makes Plastisol spirit process carbon with nonmigrating dyes suspended in a firm vinyl plastic composition for clean handling and making erasures. The carbon is heat resistant since there is no wax to melt or soften during

shipment or storage. It is unaffected by weight of stacking or handling during printing. It produces long runs and master image is firm, permitting filing for reruns without protector sheets. Copies are uniformly clear throughout duplicating run with no intensity build-up, loss of copy or waste of paper even with stop-and-go duplicating and re-running. Master image is clear even when in second position in an interleaved form. Two masters can be prepared at one writing. Plastisol spirit carbon comes in flat sheets, master units, ribbons, continuous forms, teletypewriter rolls and interleaved sets. **For More Information Circle No. 166.**

COLLATOR, STITCHER, FOLDER

Macey Co., 13829 Enterprise Ave., Cleveland 35, Ohio, announces a fully automatic paper collating machine, a standard vacuum feed collator and a Stitch-A-Fold. Designed and priced for medium sized offices, the Maceymatic Collator does the work of eight or more employees, gathering sheets of paper into sets and stapling them. It operates at speeds in excess of 20,000 sheets per hour and requires only one unskilled operator. Sales bulletins, price lists, management reports and other multipage documents, usually tediously assembled by office help



diverted from regular jobs, are gathered, counted, checked and stacked by the machine. The Collator Stitch-A-Fold combination will gather flat sheets into sets, center stitch the material and fold it into saddle-stitched booklets. The addition of

OFTEN IMITATED

MAJESTIC OFFSET

GOLD INK

NEVER DUPLICATED

THE FIRST AND ONLY GOLD INK TO RUN SUCCESSFULLY IN OFFSET.

EASY TO RUN, ROLCOR MAJESTIC OFFSET GOLD INKS GIVE FULL AND COMPLETE COVERAGE IN ONE PASS THROUGH THE PRESS. AVAILABLE IN FOUR SHADES — RICH GOLD • RICH PALE GOLD • PALE GOLD • COPPER GOLD

WRITE FOR INK BOOK SHOWING FULL GOLD COLOR RANGE

ROLL-O-GRAPHIC CORPORATION
133 PRINCE ST.
New York 12, N. Y.

SEND FOR NAME OF LOCAL DEALER

For More Information Circle No. 345

A machine that labels up to 16,000 printed pieces per hour?

. . . and handles a wide range of sizes and thicknesses too?
Yes, the Cheshire Model E! This remarkable machine automatically applies labels to all types of printed pieces at cost-cutting high speeds. Requires only simple adjustments to handle smaller postcards and envelopes . . . middle-sized pamphlets and brochures . . . or larger magazines, catalogs and quarter-fold tabloids. Applies wide-strip, narrow-strip, continuous pack form, cut or individual labels. Easy to operate, tool

The Cheshire Model E.

CHESHIRE INCORPORATED

Write for descriptive brochure.

Dept. O-11, 1644 N. Honore Street, Chicago 22, Illinois

For More Information Circle No. 299

GUARANTEED TO

REDUCE YOUR STAPLING COSTS 50% OR YOUR MONEY BACK!

Why pay for hand-stapling office overhead *needlessly?* Try the amazing Staplex Automatic Stapler for 10 days —*at our expense.* We guarantee it will cut your present costs in half...or you don't pay a cent!

Over 100,000 users have *proved* Staplex's economy. Machines staple automatically—as fast as you feed them. No training needed. No drudgery. Take advantage of this unique money-saving offer now. Write for details.

The STAPLEX Company

775 FIFTH AVENUE, BROOKLIN 32, N. Y.

World's Largest Manufacturer of Electric Staplers
For More Information Circle No. 383

the Stitch-A-Fold to a collator does not require additional personnel and adds versatility to collating operation. **For More Information Circle No. 136.**

LANGUAGE LAB EQUIPMENT

Dictaphone Corp., 730 Third Ave., New York 17, N. Y., has developed the Dictalab tape system for language comprehension. Its quarter-track design makes it impossible for students to accidentally record over instructor's voice, and provides four, instead of two, recording channels on the tape. When the tape moves from left to right, track one carries master

voice, track three the student response; when reversed, tracks four and two are similarly used. The equipment consists of a teacher console or automatic control center, plus individual sound-protected students' booths. Teacher pre-records lessons, then feeds them from control center to booths. Flicking a switch, teacher can monitor or communicate with any student directly, or rove the room monitoring and giving individual attention while control center continues the lesson. One switch in booth enables student to listen, record his or teacher's voice from the console. Touch-buttons control all tape motions. To make it easy for schools to integrate the Dictalab system into existing language programs, Dicta-

6 Timesaving Dispensers for "SCOTCH" BRAND Tapes

...each as helpful as an extra hand!

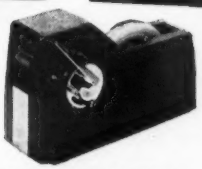
C-15 Decor Dispenser . . . Handsome weighted dispenser at low price. Choice of pink, yellow, coral, and surf green. Takes 1296″ rolls. $.98.

C-20 Desk Dispenser . . . Heavily weighted, all metal. Non-scratch base. Gray finish. Takes 1296″ rolls of tape up to ¾″ wide. $1.98.

M-73 Bracket Dispenser . . . Mounts on work table, cabinet counter or cart. Takes tape up to 1″ wide on 3″ core. $1.25.

C-23 Heavy Duty Dispenser . . . Weighted, all metal. For tapes up to 1″ wide on 3″ core. Gray finish. $3.95.

C-16 Manual Box Sealer... Seals boxes quickly, surely with 1½″ precut strip of tape. Uses up to ½″ tapes on 3″ core. Gray finish. $35.00.



M-92 Definite-length Dispenser... Great tapesaver. Delivers pre-determined length of tape with each stroke of lever. Takes tapes to 1″ wide on 3″ core. $17.75.

"SCOTCH" IS A REGISTERED TRADEMARK OF 3M CO., ST. PAUL 6, MINN.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

...WHERE RESEARCH IS THE KEY TO TOMORROW

Tele-Rest

the ORIGINAL

telephone shoulder cradle

Retains leadership in its field.

Frees both hands while phoning

Adjustable for left or right shoulder use.

Made of durable Tenite plastic.

Fits ALL handset receivers in the U.S.A.

A natural rubber cushion provides no-slip comfort.

Available in black and colors.

At your stationers, or write

H. H. RENNEKER CO., INC.

P. O. Box 9235

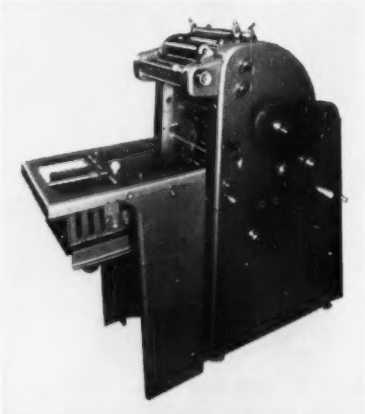
San Diego 9, California

For More Information Circle No. 356

phone will make available modest basic installations. Three student installations available: the audio/passive whereby student listens to programed lessons through a headset; the listen/respond which enables student to listen, respond and hear his own words on the headset while responding; the listen/respond/record which allows student to listen, repeat and record to hasten his understanding of a lesson by continuously comparing his words with master voice. **For More Information Circle No. 123.**

OFFSET RECEIVING STACKER

Griswold Duplicating Products, Inc., 2808 W. Temple St., Los Angeles 26, Calif., has designed the Autostacker which increases the receiving capacity of A. B. Dick Models 350 and 360 offset duplicators. Regularly these machines load ten reams of paper and deliver one ream.



The Autostacker allows delivery of ten reams on a dolly, eliminating nine operator interruptions in a 5000 run. When run is completed, the 5000 copies can be rolled away and a second dolly placed to receive the next run. The Autostacker matches A. B. Dick duplicators and comes complete with two dollies, four paper control wheels and four special chutes for envelopes, etc. It is 31¼″ high, 21¾″ long and 19½″ wide; fully guaranteed. **For More Information Circle No. 163.**

WON'T TEAR SHEETS—WON'T BREAK OFF! The first real improvement in report covers in a quarter century: Wilson Jones genuine pressboard No. 447 (N) "Redi-Covers" with new flat Nylon prongs. Sheets won't tear out, as with metal prongs. Nylon prongs last longer. They don't kink. Frequent bending, for removal or addition of sheets, won't break them. And, Nylon prongs can't cut fingers. 7 sizes, 3 colors. If your regular stationery dealer cannot meet your requirements, please send us his name. Ask for a free sample on your business letterhead.

RECORD KEEPING WJ ESSENTIALS

WILSON JONES

209 S. JEFFERSON ST., CHICAGO 6 • 122 E. 23RD ST., NEW YORK 10

©Copyright, 1960, W. J. Co.

For More Information Circle No. 252

Don't break your back digging up buried information!

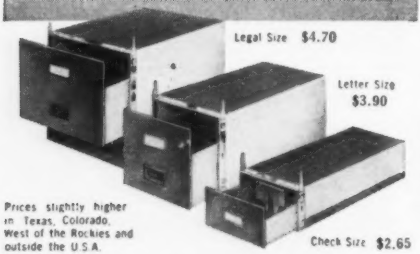
LOCATE YOUR RECORDS EASILY—No more fussing and fuming. With Pronto files your records are as active as your regular files.

BEAUTIFUL APPEARANCE—Finish in attractive olive green to match your regular office files.

STURDY CONSTRUCTION—Built of 275 lb. tested corrugated fibre board . . . reinforced with steel on the shell and the four corners of the drawers as well.

SAVE FLOOR SPACE—Prontos are constructed to interlock into solid units and stack as high as the ceiling.

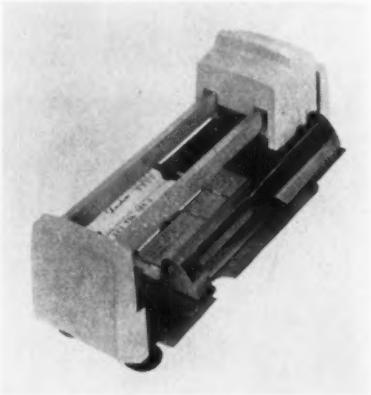
PRONTO STORAGE FILES



PRONTO FILE CORPORATION
415 MADISON AVENUE, NEW YORK 17, N.Y.
For More Information Circle No. 369

CREDIT CARD IMPRINTER

Dashew Business Machines, Inc., 3655 Lenawee Ave., Los Angeles 16, Calif., announces the Dashew Datawriter 19X3 imprinter which will accommodate all sizes of popular credit cards and forms with no adjustments necessary. The device makes possible faster completion of retail transactions, removing an obstacle of



consumer resistance to credit card buying caused by delays in the multi-imprinter system. In addition to the built-in universal features, the 19X3 operates with either an inked or rubber impression roller, and handles both metal and plastic plates. It mounts on any surface, vertical or horizontal. The unit is available either on a purchase or lease basis. **For More Information Circle No. 134.**

PAYROLL SYSTEM

C. E. Sheppard Co. Div., Yawman & Erbe Mfg. Co., 44-01 21st St., Long Island City 1, N. Y., unveils a one-write payroll system called Multi-Rite Comet which uses NCR papers to eliminate carbon sheets on the pegboard. One of the system's highlights is the use of a multiple purpose stub for detail of payment, making it practical for general accounts payable checkwriting, in addition to the primary payroll function. **For More Information Circle No. 111.**

LOOK!

14 great new copy machines in the Ozalid®-Ozafax line!

Each one styled, sized, and priced to give you maximum efficiency for every office or plant need.

Got a preference in diazo reproduction equipment? Ozalid dry or Ozafax semi-dry (sometimes known as "moist")—take your choice from 14 brand-new models, rarin' to work for you.

In seconds, these machines make office and engineering reproductions you can hardly tell from originals. Save you time, work, money. Eliminate office copying errors, retyping, proofreading, double-checking. Increase print output, reduce reproduction costs. Paper cost? As little as 1¢ for a letter-sized copy.

Find out about these new models and the complete Ozalid-Ozafax line. Talk to an Ozalid salesman now or write: Ozalid, Johnson City, New York. In Canada, Hughes-Owens Ltd., Montreal.

Ozalid for '61 – boldest new look in the business!

For More Information Circle No. 231

DARKROOM SAFELIGHTS

For perfect darkroom illumination, select one of nuArc's dependable safelights. These sturdily constructed safelights have silver hammerloid finishes, and you will be able to find one to fit your particular need, whether it be for wall mounting, for ceiling suspension or the DL-6B which has an adjustable bracket for use on wall or table. See your dealer or write for Bulletin No. A2270.

nuArc® company, inc.
General Office and Factory:
4110 W. Grand, Chicago 51, Ill.
EASTERN SALES AND OFFICE:
215 Park Avenue South, New York, New York

CLEAR VIEW GLASS CLEANER

MAKES GLASS SURFACES SPARKLE

Just spray on and wipe clean. Contains no abrasives. Ideal for light tables, vacuum frames etc. 16 oz. spray can.

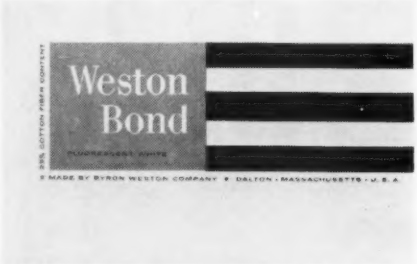
nuArc®

COMPANY INC. • 4110 W. Grand • Chicago 51, Ill.

For More Information Circle No. 465

BOND PAPERS

Byron Weston Co., Dalton, Mass., offers a colorful 5½" x 8½" sample book presenting the broad selection of 25% cotton fiber bond papers in the Weston Bond line. Complete information as to stock sizes, substance weights and weights

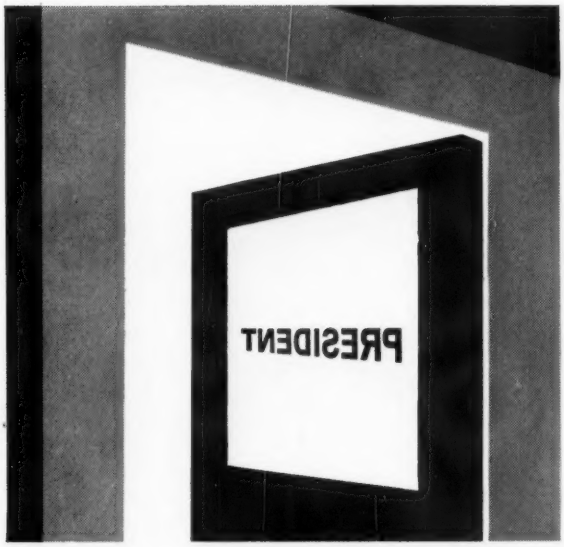


per 1000 sheets of standard items is compactly and clearly presented with details on opaque bond, litho finish, typewriter sizes, packets, envelopes and stationery cabinets. An array of sample leaves in a die-cut arrangement attractively presents the full range of weights, fluorescent white, traditional white, colors, opaque white and litho finish. For this sample book, **Circle No. 180.**

DESKS

Metalstand Co., 11200 Roosevelt Blvd., Philadelphia 15, Pa., offers its Modular Desk Line featuring a clean, functional, modern design. A screwdriver and pair

of pliers are all that is required for installation. Units are available in an array of standard and decorator tones. Metalstand also introduces a complete line of modular accessories, including credenzas with or without glass doors;



Today's low-cost way to automate your management controls is with Keysort Data Processing

For the fast, accurate reports you need to establish firm management controls; for up-to-the-minute information in any number of vital areas such as order and sales analysis, inventory, job and labor costing—Keysort is the data processing system to use.

The reasons are many. No restrictive procedures; minimum training; remarkable economy; simplicity of installation and operation.

Keysort, in fact, is the only automated data processing system flexible enough to fit your business as it stands *and* as it grows. It is the one system adaptable and affordable to companies of every size.

With Keysort you use easy-to-handle punched cards—mechanically created for rapid sorting and classification. Figures are automatically tabulated and results summarized direct to reports without transcribing.

Call your nearby Royal McBee Data Processing Systems Representative or write us at Port Chester, New York—indicating the applications in which you are interested—and we will be happy to supply you with actual case histories from our files.

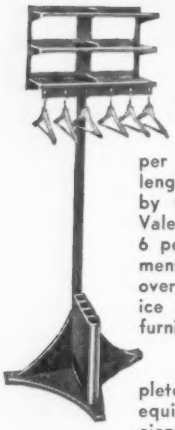
ROYAL McBEE · *data processing division*

NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

For More Information Circle No. 312

The OFFICE VALET®

Answer the Wraps Problem in Offices and Waiting Rooms



These efficient VALET Racks keep wraps off waiting room chairs, aired, dry and in press. Hold coats spaced apart, hats, umbrellas and overshoes. Accommodate 3 persons per running foot. Come in lengths of 3 ft. 3 in. or longer by the foot. The S-6 Office Valet costumer accommodates 6 people—ends piling of garments on others. Will not tip over. Built for life-time service of heavy gauge, welded furniture steel. Smart in modern baked enamel finishes. Units form a complete system of wardrobe equipment that provides efficient wrap accommodation wherever people gather.

Write for Bulletin OV-10

VOGEL-PETERSON CO.
Rt. 83 and Madison St., Elmhurst, Ill.

For More Information Circle No. 381

space saver desks in 20″ and 24″ depths and various widths in either the single or double pedestal model; machine stands in typewriter and desk heights; bookcases in 42″ and 52″ heights with or without glass

doors; telephone stands with lock and adjustable shelf; and TypoMate, a typewriter stand which fits most brand desks on either side. All are available in standard and decorator colors. **For More Information Circle No. 133.**

DICTATING MACHINE

Dejur-Amsco Corp., Business Equipment Div., 45-01 Northern Blvd., Long Island City 1, N. Y., announces that, in addition to the regular pushbutton controls,

the Stenorette-TD has a built-in telephone recording device that enables user to record telephone conversations without removing microphone, by merely pressing a button. Unrestricted backspace for quick review

Imagine...a complete offset duplicating department in a room this size!

One person can handle almost any office duplicating job with this compact, economical Kodak Ektalith Method installation

Team up your offset duplicator with an office camera and new Kodak Ektalith Units . . . make either *photo offset masters* or *direct paper copies* of the widest variety of documents—*enlarged*, *reduced*, or *same size as originals!*

New Kodak Ektalith Loader-Processor ends need for a large processing area or darkroom. Lets you load high-speed Kodak Ektalith Transfer Paper and process it *in roomlight* after camera exposure. Attached Ektalith Transfer Unit puts image on low-cost paper master which gives you hundreds of sharp duplicator copies. Entire process takes less than 2 minutes!

Companion Kodak Ektalith Copy Unit lets you make up to 15 photo-accurate paper copies directly without running duplicator; is ideal for systems work.

Get free booklet

Call local Kodak Ektalith dealer or write Eastman Kodak Company, Graphic Reproduction Division, Rochester 4, N.Y.

KODAK **Ektalith** METHOD ... *puts you ahead in offset*

Kodak TRADEMARK

For More Information Circle No. 267

ANNOUNCING THE HAMILTON LINE OF CUT-SIZE PAPERS

(cut to the right size and press ready)

HAMILTON RITE-COPY PAPERS

Now you can standardize on *one broad line* for *all* duplicating-machine uses. You can depend on consistent top quality in new, colorful moisture-proof packages . . . and there's *no increase in price!*

13 mill-brand papers...business, offset, vellum, and text and cover ...226 items...white and colors...many weights...practical sizes from 8½″ x 11″ to 11″ x 17″...many 3-hole punched and Mylar* reinforced

Hamilton Business Papers
HAMILTON BOND
HAMILTON MIMEO
HAMILTON DUPLICATOR
MONTGOMERY BOND
MONTGOMERY MIMEO
MONTGOMERY DUPLICATOR

Hamilton Text and Cover Papers
HAMILTON ANDORRA
HAMILTON KILMORY

Hamilton Vellum Papers
HAMILTON STARWHITE
HAMILTON VELLUM OPAQUE
HAMILTON VELLUM COVER

Hamilton Offset Papers
HAMILTON OFFSET
TEST OFFSET

*Du Pont Registered T.M.

SEE YOUR HAMILTON MERCHANT OR WRITE US FOR HIS NAME

HAMILTON PAPERS

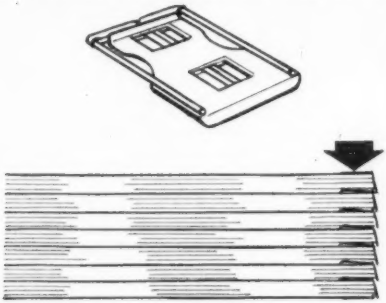
Hamilton Paper Company, Miquon, Pa.
Mills at Miquon, Pa., and Plainwell, Mich.
Offices in New York, Chicago, Los Angeles

For More Information Circle No. 253

of dictated material is controlled directly from microphone. Record and playback selector controls are handier. Recording indicator scale calibrated in minutes furnishes transcriptionist with more accurate indication of letter lengths. Automatic voice control provides uniform playback volume. Automatic quick erasure of transcribed tapes, reusable medium, special conference setting, are other features. The Stenorette-TD offers up to 45 minutes of continuous dictating on a single reel or magazine, and is completely compatible with the self-powered, fully transistorized, portable Stenorette-Companion. A user dictating on the Companion while traveling can mail tapes back to the office to be transcribed on a regular desk-top model. Price of the unit is $219.50 with either dictating or transcribing accessories. **For More Information Circle No. 122.**

LARGE PAPER CLIP

Office Products, Inc., Box 6677, Detroit 40, Mich., introduces the OPI Sta-Flat Klip for holding bulky papers flat. Made with rigid plastic backing and strong steel springs attached to clamping legs, it will hold papers up to ½" thick, yet remain flat. Plastic flange provides easy slip-on



and removal of papers and serves as a protective backing, so as not to scratch or mar furniture. The clips can be reused, or to hold bulky papers together in desk or office files. They also permit reading the top documents without removal, though such removal or insertion is easy without tearing or disfiguring papers. **For More Information Circle No. 161.**

CUT COSTS with SORTKWIK®

The INVISIBLE Fingertip magic FOR HANDLING PAPERS FASTER

NO MORE RUBBER FINGERS . . .

NO MORE MESSY SPONGES

Just apply SORTKWIK to fingertips for greaseless, stainless, tacky film. See how easy it is to pick up papers of all kinds. One application is long lasting. Contains no drying alcohol. Washes off easily. Widely used in offices throughout the country. Try it and see why.

ONLY 50¢ EACH AT YOUR STATIONERS

or mail coupon direct to

LEE PRODUCTS COMPANY
Dept. O-11, 2736 Lyndale Ave. So. • Mpls. 8, Minn.

☐ Please send me 2 regular size containers for $1.00 postpaid.

Name_____

Company_____

Street_____

City_____ State_____

For More Information Circle No. 401

AN ELECTRIC
PENCIL SHARPENER?

WHO NEEDS IT?

THE ELECTRO POINTER

THE WORLD'S FINEST
Automatic Electric Pencil Sharpener

Who needs it? You do! Not counting the time you'll save at the office "congregating center," for maybe you don't count *that* time, the savings on pencils alone will pay for the Electro Pointer in jig time. It sharpens six pencils in the time you used to take for one. Lead is pointed, not cut away . . . gives you up to 50% more use out of each pencil. The perfect, nick-free, stronger point lasts longer between sharpenings. Who needs it? You do!

Write for Information

STILE-CRAFT
Manufacturers
INCORPORATED

For More Information Circle No. 218

1825 MACKLIND AVENUE • ST. LOUIS 10, MO.

STATIC RETARDANT

Statikil Inc., 1220 West 6th St., Cleveland 13, Ohio, offers an improved Statikil formula packaged in self-spraying cans or bulk, for neutralizing static electricity. It has numerous applications for retarding static electricity including electronic business recorders, meters, indicators, plastic materials and machinery, paper stock and paper manufacturing and printing machinery, photographic dryers and developers. When sprayed on products, it will eliminate static shocks to anyone touching plastic seat covers, walking across carpeting, chairs with rolling casters, and other areas where static is easily generated. It may be used as liberally as needed but small applications

usually produce results. The effect is cumulative so that continued use provides durable static freedom. Product dries instantly and invisibly. On difficult operations, bulk Statikil can be sprayed by compressed air nozzles directly upon the surface of material as it comes from machines. This is economical and reduces static for all subsequent operations as material goes through multiple processing. It is also possible to apply product by swabbing, wiping, spraying with hand pump or power spray or by fogging onto material with automatic jet nozzles. Statikil is $3 per 12 oz. can, ($30 per doz. cans). Bulk (unpressurized) for production work is $15 per gal. For descriptive literature, **Circle No. 126.**

From any Point of View . . . it's

BENTSON

OFFICE FURNITURE

People have different ways of looking at things. But, your office manager, your P. A., your secretary, and you will agree on Bentson! Whether you choose compact modular furniture (above) or any other style, Bentson quality equipment will dress up your business. And, you can be sure it's sharp, clean lines will never go out of date!

BENTSON MFG. CO.

652 Highland Avenue, Aurora, Ill.
TWinoaks 7-9237

For More Information Circle No. 391

1825 MACKLIND AVENUE • ST. LOUIS 10, MO.

simplify payroll accounting

How? With a fully automatic Cincinnati Paymaster that gives you exclusive "Quick Audit" printing for easy, direct subtraction . . . and two-color printing that highlights irregular registrations.

What's more, the Paymaster uses all makes of time cards . . . integrates with existing systems and provides automatic time signaling control. Plus, the Paymaster is jam proof and self-corrective for minimum maintenance. Get the full story from your Cincinnati representative, or send for descriptive literature.

"IF IT'S ABOUT TIME . . . CALL FOR CINCINNATI"

Cincinnati TIME RECORDER CO.
1733 Central Avenue, Cincinnati 14, Ohio

Gentlemen: Please send literature about New Model 8000 Paymaster

NAME _____ TITLE _____

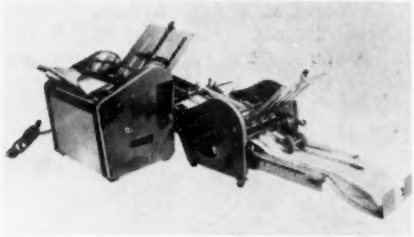
COMPANY _____

STREET _____ CITY _____

For More Information Circle No. 277

FOLDING MACHINE

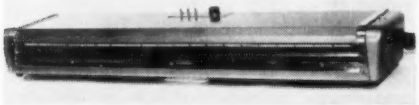
Print-O-Matic Co., 724 W. Washington Blvd., Chicago 6, Ill., has developed the Cross Folder, a right-angle folding attachment for the Fold-O-Matic Model FH-5HDN to produce french folds, baronial folds and practically any variation involving combinations of up to two horizontal and two right angle folds. It will also slit or perforate while making one or



two vertical folds. It operates automatically, at a speed of over 120 sheets per minute, and is wired to plug into the FH-5HDN. It has its own controls for type of fold, yet operates in conjunction with the Fold-O-Matic. Placed at the receiving end of the folding machine, conveyor table is attached and the Cross Folder is ready to go. It shares many of the features of the Fold-O-Matic. Capacity is 250 sheets. Both will handle stapled sheets, fed automatically. All moving parts are in either ball or oilite bearings. Units are fully guaranteed. For illustrated literature and prices, **Circle No. 169.**

WHITEPRINTER

Warren Electr-O-Line Corp., 7419 Grand River Ave., Detroit 4, Mich., announces the Electr-O-Line 420B whiteprinter. This machine will copy anything



42″ wide by any length; written, printed or drawn on translucent paper for less than 1½c per sq. ft. Other features include: all steel and cast aluminum construction,

Shannovue Desk Pad model DP 5. ¼″ strip capacity: 260. Frame size: 6″ x 6½″.

Solve index and list problems with Shannovue Strip Records

DO YOU HAVE THIS PROBLEM? When kept in books or typed on sheets of paper, lists of information may be fine until revisions become necessary. Then each alteration makes the list more untidy, harder to use.

HERE'S THE MODERN SOLUTION. When a Shannovue Strip Record requires revision, the outdated strip is removed, a new one typed and slipped in place. No need to retype the whole list—it is constantly up-to-date.

A good range of models and capacities allows you to pick the unit you need. Shannovue Strip Records solve your index and list problems.

For more information, get our new Shannovue Strip Record brochure. Write Shannovue, The H-O-N Co., Muscatine, Iowa.

Shannon H-O-N Systems
U.S.A. DISTRIBUTOR

MUSCATINE, IOWA

For More Information Circle No. 355

For office files—and briefcase portability whenever complete account records are needed for calls on customers. ADVANCO Compressor-Clip (no wires, no coil springs) bulldog-grips 1 to 150 papers, easy to insert and remove. Works with fingertip pressure.

No need for time-taking paper punching, so no holes that can tear. Tough, 25 pt. pressboard folders. Choose red, gray or black; letter or legal size. *Modern loose-leaf binding, moderately priced.*

If your stationer does not carry ADVANCO Punchless Paper Holders, accept no substitutes. Write us, giving stationer's name. Coupon below for your convenience.

ADVANCO
MADE IN U.S.A. REG. U.S. PATENT OFFICE

ADVANCO PRODUCTS, Inc.
76-05 51st Avenue, Elmhurst 73, N. Y.

Send complete data on Advanco Punchless Paper Holders. Our stationer is

.....

YOUR NAME .....

FIRM NAME .....

CITY .....STATE .....

For More Information Circle No. 357

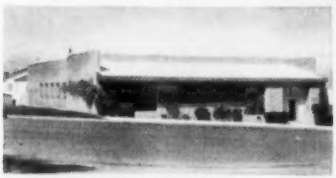
variable speed control, and automatic emergency reverse control. Unit uses inexpensive high output violet ray tubes and requires no warm up time. Just press the switch and start. A translucent unbreakable developing tube permits fast, low cost, ammonia development. Price $315 complete. **For More Information Circle No. 112.**

ELECTRIC STAPLER

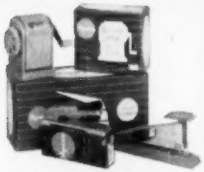
Staplex Co., 775 Fifth Ave., Brooklyn 32, N. Y., unveils its Model SE-77F fully automatic electric stapler that performs fastening jobs quickly, uniformly, and with less operator fatigue. This portable unit operates on a solenoid mechanism.

A slight tap on the foot switch drives a staple automatically, leaving both operator's hands free to handle the work. The stapling position is always visible for exact placement of staples. Machine handles up to 32 sheets of 20-lb. bond or mimeograph paper with no adjustment required for different thicknesses. Adjustable backgauge is quickly set to any depth up to 4½". Incorporated in the SE-77F is a solenoid mechanism designed specifically for long electric stapling operation. Current passes through the solenoid only for a split second during stapling operation. This saves current and maintains cool operation even after hours of use. Dural cast construction with gray or black crackle

MARION FEDORA, Chief Accountant and Comptroller.



ATTRACTIVE EXTERIOR of Apsco Products, Inc.



MANY LEADING FIRMS use Apsco products.

THIS NATIONAL SYSTEM paid for itself in less than one year.

"Our *National* Accounting System saves us $6,600 a year... returns 106% annually on investment."

—**Apsco Products, Inc.,** *Los Angeles, California*

"Impressive money savings are only part of many benefits we've derived from our National Accounting System.

"Its speed enables us to eliminate overtime. This speed allows us to have up-to-date daily balancing of all our accounts. Also gives us time to gain additional data—records formerly impractical from the standpoint of cost. Another benefit: Accuracy! Our National Accounting System automatically computes totals, which means all figures are free from mental errors.

"The above benefits—plus many more—help our business operate with top efficiency. Best of all, our National Accounting System saves us $6,600 a year . . . returns 106% annually on investment."

Marion Fedora
Chief Accountant and Comptroller

Your business, too, can benefit from the many time- and money-saving features of a National System. Nationals pay for themselves quickly through savings, then continue to return you a regular yearly profit. National's worldwide service organization will protect this profit. Ask us about the National Maintenance Plan. (See the yellow pages of your phone book.)

*TRADE MARK REG. U. S. PAT. OFF

*National**

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS
ELECTRONIC DATA PROCESSING
NCR PAPER (NO CARBON REQUIRED)

THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio
1039 OFFICES IN 121 COUNTRIES
76 YEARS OF HELPING BUSINESS SAVE MONEY

For More Information Circle No. 228

How do you handle TRAVEL REIMBURSEMENT?

Since 1894 The Traveletter® System has provided leading companies with a unique plan for reimbursing travelers—with inherent controls found in no other system . . . for instance

TRAVELETTER PROVIDES

- Controls to protect your company against unwarranted withdrawal of funds
- Nation-wide acceptance by hotels and motor hotels
- A national stop-payment feature
- A specific weekly limit the traveler cannot exceed
- A letter of authorization which must be presented when withdrawals are made

Descriptive Brochure Free

TRAVELETTER CORPORATION
GREENWICH 3, CONN.
"Traveletter"—Reg. U.S. Pat. Off.

For More Information Circle No. 352

AT YOUR COMMAND
FOUR SCORE ... AND MORE!
HOLLAND INK
COLORS

WRITE FOR OUR LATEST
COLOR SWATCH BOOK
UNIQUE LAYOUT SHOWS 2 COLORS & TINTS ON PAGE

FIRM _____
ADDRESS _____
CITY _____
ATTENTION _____ TITLE _____
☐ EQT: OFFSET ☐ LETTERPRESS ☐ BOTH
☐ 1250 ☐ WHITEN ☐ 251 ☐ LARGER PRESS

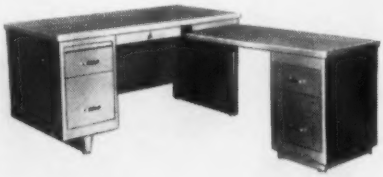
VAN SON HOLLAND INK
Corporation of America
UNION AND LIBERTY STREETS, MINEOLA, NEW YORK

For More Information Circle No. 353

finish makes the stapler blend with any office decor. Staples are standard ¼", and 210 can be easily magazine loaded through a door at the front of the machine. Machine weighs only 7 lbs. and is easy to transport. Uses regular current and can be plugged into any standard electric light outlet. **For More Information Circle No. 121.**

FURNITURE

Western Mfg. Co., Dept. 532B, Aurora, Ill., announces Wesco Fashion-Aire Mod-



ular furniture with components that can be rearranged as desired for individual work centers. Units may be added as

The Flexiguide

$9.95

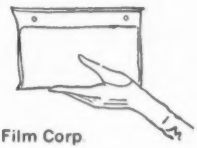
Smart accessory for your Multilith

improves press feed
prevents press damage
increases efficiency

Ostwald Industries, Inc.

STATEN ISLAND 8, N. Y.
For More Information Circle No. 354

. . . the all new CONTOURAMATIC MARK III **will** make photo-exact, permanent black & white copies of **all** your paperwork, up to 12" wide by any length. Copies **every** mark on paper — ink, pencil, crayon, rubber stamp. So versatile, so inexpensive to own and operate, you'll find hundreds of uses for it. So neat you can change chemicals wearing white gloves (the secret's in the SEAL-PAK, a disposable sealed plastic container which holds the processing fluid, changes in seconds, prolongs fluid life). Send for FREE brochures.

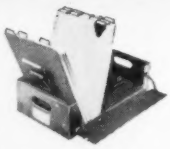


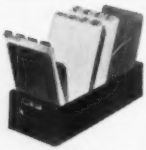
F. G. LUDWIG, Inc., a subsidiary of Anken Chemical & Film Corp
701 Coulter Place • Old Saybrook, Conn.

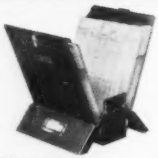
For More Information Circle No. 221

P.E.C. 'MATIC'
POSTING EQUIPMENT
FOR MODERN
OFFICE PROCEDURES

DUO-MATIC POSTING TRAYS AND STANDS

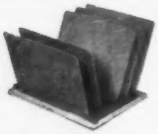

PORTA-MATIC POSTING TRAYS AND STANDS


TILT-O-MATIC TRAYS
(For register forms)


V-MATIC TRAYS
(Small capacity containers)

HANDI-MATIC TRAYS
(For writing board and machine accounting—records requiring small capacity containers)

EXPANDI-MATIC
(Designed for installations where space is at a premium)


TILT-O-RACK
Desk organizer

PRESTO TRAY
Posting tray for ledger sheets of varying widths

WRITE—For Information On The Complete P.E.C. Line

P.E.C. M-L ASSOCIATES
MEAD-LEE Associates
SOLE DISTRIBUTORS FOR
POSTING EQUIPMENT
Corporation
1721 Elmwood Ave., Buffalo 7, N. Y.

For More Information Circle No. 382

needed while the overall "custom look" is retained. Floorspace is used to best advantage and the styling and fresh colors are said to add prestige to an office. Pieces are available with square edged tops of matching linoleum or Textolite trimmed with anodized aluminum. Box drawers operate silently on nylon glides, file drawers are cradled in full suspension, and automatic locking system is controlled by center drawer. Pedestal bottoms and corners are smoothly molded and islands gracefully tapered. Quality construction and workmanship is included at practical prices. **For More Information Circle No. 165.**

TELEPHONE AMPLIFIER

Multitone of Canada, Ltd., 130 Merton St., Toronto, Ont., Canada, offers the transistorized Clarafon which allows a telephone user to hear every word loud and clear, anywhere, any time, over any background noise. The hearer dials the volume

he wants, as on a radio. Weighing 2.4 ozs., unit clips on and off any standard telephone receiver. It is completely self-contained, powered by two hearing aid batteries good for up to 1600 three-minute calls. There are no electrical connections to the telephone itself. Particularly effective for the hard-of-hearing. Costly call-backs due to poor connections are elimi-

PRESENTING

The NEWER and WHITER

TRIAD Bond

WATERMARKED NO.1

For Better Offset and Letterpress Reproduction

Here is a Bond that has 'eye appeal' as well as 'touch appeal'. Its brilliant whiteness gives flattering contrast to ink — offset, letterpress, or typewriting. Its full range of colors sets a new standard for purity of hue. TRIAD Bond is highly opaque and surface-sized for easy, clean running. Both pressman and office machine operator will appreciate TRIAD'S ready response and smooth running.

Precision Cut at the Mill

MOISTURE-PROOF WRAPPED

We invite you to make the '30-SECOND TEST' for yourself. A note from you will bring you a free packet (plus mimeo and duplicator, as well, if you wish).

GROVETON
Papers Company
GROVETON
NEW HAMPSHIRE

Send for your Free Trial Packet, today

Try This 30 SECOND TEST

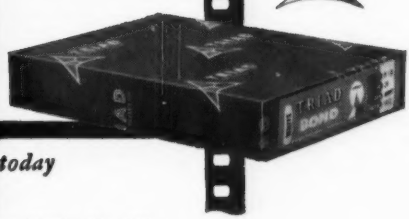
Feel it— quality speaks through touch —crisp and substantial.

Now—type on it—write on it—fold it, too . . . . then . . . .

Look how sharp and clean the typing is . . . how clean the writing . . .

Study its high opacity—your insurance against 'show-through'.

Now . . . see the famous TRIAD watermark.



For More Information Circle No. 431

above all . . . start with *Cramer*
the chair of distinction

Even though you don't have everything you need to start a business, the main thing is to *start*. And of course, for the successful young-businessman-to-be, a Cramer Chair is a must. It shows your sound business sense, keeps you relaxed while your nose is to the grind-stone, and its impressive distinction commands respect right from the start.

P.S.: Later you can add a complete line of Cramer chairs to match model 1523-6, illustrated.

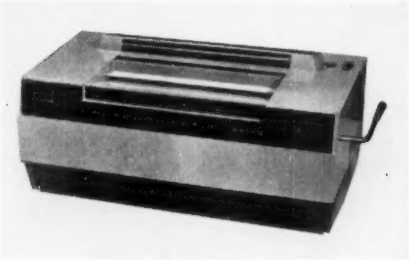
Cramer **POSTURE CHAIR COMPANY, INC.**
625 Adams • Kansas City, Kansas

For More Information Circle No. 254

nated. Customers need not be annoyed by requests to repeat instructions. In plants and institutions, noisy shops, shipping concerns, pressrooms, stockbrokers' offices and department stores, specific instructions need not be misinterpreted. Suggested retail price is $49.95, including batteries. Dealer and distributor inquiries invited. **For More Information Circle No. 432.**

PHOTOCOPIER

F. G. Ludwig, Inc., 701 Coulter Place, Old Saybrook, Conn., offers the Contouramatic Mark III photocopier. This lightweight (22 lbs.) compact, portable photocopier makes photoexact, permanent black-and-white copies of any mark on



paper, including ball pen, colored inks or crayons, spirit duplication and rubber stamped copy. Originals up to 12" of any length can be copied on bond-type, featherweight, card stocks or various films for reproduction masters. The Seal-Pak disposable sealed plastic container eliminates all chemical handling and prolongs solution life. The Mark III puts all controls, copying operations and paper storage up front for easy access. Machine may be placed against a wall or in a corner, saving desk space. The single action control, a handy lever located at the side of machine, activates mechanism and causes solution to flow into processing chamber. Automatic pressure-flow design keeps solution fresh, free from evaporation until machine is turned on, and prevents spilling when machine is moved from place to place. **For More Information Circle No. 139.**

NO SHELVING NEEDED!
STAXONSTEEL employs an engineering principle to combine the strength of steel with the economy of corrugated board. The steel supporting frame gives the drawer equal support front, back and sides. For long term economy there is no better record storage drawer than STAXONSTEEL. Five standard stock sizes available.

Send for FREE "Manual of Record Storage Practice" telling you how long to retain or destroy business records PLUS our complete catalog of Special Record Storage Filing Equipment.

BANKERS BOX PRODUCTS

BANKERS BOX COMPANY
Record Storage Specialists Since 1918
2607 N. 25th Avenue, Franklin Park, Ill.
Dept. OF-11

Please send, without obligation, my FREE manual of Record Storage Practice PLUS new, complete product catalog.

Your Name_____
(Please Print Plainly)

Company_____
(Please Print Plainly

Address_____

Postoffice_____ State_____

For More Information Circle No. 358

NOW YOU CAN ADDRESS MONTHLY STATEMENTS IN 1/3 THE TIME . . .

attach a PRESS-ON MASTER PATCH to your ledger cards!

SAVES YOU TIME! Reduces statement addressing in the average office up to 66%.

PREVENTS ERRORS! Eliminates wrong addresses, transpositions of characters, misspelling, etc.

ENABLES YOUR LEDGER CARDS TO WRITE! In addition to heading statements and collection notices you can also address direct mail, service follow-ups, shipping labels, bills of lading and other office forms . . . all from your ledger card file.

AS EASY AS "1, 2, 3"

- **Just type the name and address ONCE on the PRESS-ON MASTER PATCH.** They're easily prepared in an ordinary typewriter . . . no special equipment required.
- **Attach the adhesive backed MASTER PATCH to your ledger card.** They press-on instantly . . . to existing records of any size or shape . . . no need to change your present accounting system.
- **Address statements, month after month from your ledger card . . . Automatically!**

PRINT WITH THE MODEL 60 *Master Addresser* | MACHINE COMPLETE WITH SUPPLIES FOR 500 ACCOUNTS | $70.00 Plus Fed. Exc. Tax

MASTER ADDRESSER COMPANY

6500-0 West Lake St. • Minneapolis 26, Minn.

For More Information Circle No. 380

RECEPTION ROOM SEATS

Royal Metal Mfg. Co., 1 Park Ave., New York 16, N. Y., makes a group of modular steel seating furniture designed by Henry P. Glass. Pieces can be arranged for almost any type of lounge or reception area. Basic units are a lounge chair and two-seater settee. Both can be had armless or with one or two arms. Table tops are in three rectangular sizes: 12″ x 24″, 20″ x 24″, 18″ x 36″ plus a 30″ corner table. Tops can be had with attachments for clamping to seat units.

The 18″ x 36″ top with steel legs forms a complete unit. Some sizes can have built-in planter or ashtray. Tops are Royalwood, a built-up laminate of plastic impregnated wood with resistance to damage by burn, alcohol, mild acids, alkalis and weather. Loose cushions are Naugahyde or SuperTuftex over foam rubber. Steel frames have welded joints and a bright chrome finish. Cushions are supported at the back by vertical steel straps and at the seat by a floating steel pan. Arms attach to the steel frame. This allows maintenance personnel to easily rearrange furniture on premises as the need arises. Lounge chair without arms is $126.50; settee, without arms, $219.50; 20″ x 24″ table top, $43; 18″ x 36″ complete table, $75. **For More Information Circle No. 181.**

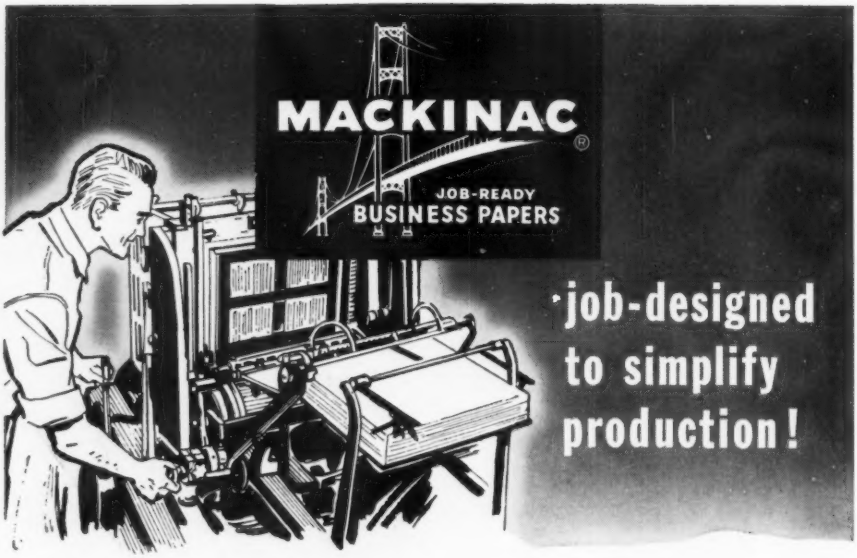
Anybody in the duplicating department can operate a KENRO "VERTICAL 18" CAMERA

There's no big secret behind this girl's pleasure over a job well done. Nor to the enthusiasm of her boss, and a lot of other successful businessmen. From copy to on-press is only a matter of minutes when you team the space-saving Kenro with modern reproduction processes to make printed communications a finger-tip process. The Kenro "Vertical 18" produces highest quality negatives or masters for any of the newer techniques — Ektalith, Gevacopy and xerography.

It's a lot less expensive and a lot more convenient to make your own negatives on a Kenro than to buy them on the outside. Now is the time to call a Kenro dealer for a demonstration or write for literature on the complete line of Kenro Vertical Cameras and accessories.

KENRO GRAPHICS, INC.
Dept. F-11, Cedar Knolls, N. J.

For More Information Circle No. 311



Send for 12-page illustrated booklet explaining applications. 7 Grades of MACKINAC:

MACKINAC BOND
MACKINAC DUPLICATOR
MACKINAC MANIFOLD
MACKINAC MIMEO
MACKINAC OFFSET
MACKINAC OPAQUE
MACKINAC VELLUM

The MACKINAC line of Job-Ready Business Papers is complete. The 7 Grades are made for specific uses and they are designed to simplify and speed up production. To do jobs better, faster, easier, use MACKINAC Job-Ready Papers. They are precision cut at the mill to sizes 8½x11 and 8½x14. MACKINAC Vellum is made in White only, 40, 50 and 60 pound. All other MACKINAC grades are made in brilliant White and six bright colors that match across the line.

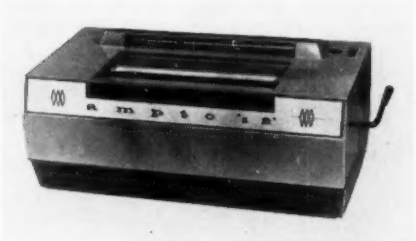
Sold exclusively through Paper Merchants

FLETCHER
PAPER COMPANY
General Sales Offices: 20 N. WACKER, CHICAGO 6, ILLINOIS
Mill at ALPENA, MICHIGAN

For More Information Circle No. 255

PHOTOCOPIER

Ampto, Inc., Newton, N. J., introduces the Ampto 12, a diffusion transfer photocopier which will make copies to 12″ wide by any length. Specialized uses include preparation of positives for offset platemaking, intermediates for whiteprint and blueprint equipment, visual projection transparencies, and transferring to diffusion transfer offset plates. Mechanical and automatic control features include: built-in dispenser for negative paper; light



weight and portability, including carrying handle; fully automatic solution control—when machine is turned on, developing solution automatically fills processing tray; turned off, solution flows back into sealed plastic cartridge (eliminates all mixing and handling of chemicals); attractive, modern styling for any office decor—finished in two-tone green; dial control of light settings for varying intensities required for special copying. The Ampto 12 can be used with any type of diffusion transfer papers, films and in the new single-sheet copying systems. Operations can be handled under ordinary office lighting or in diffused daylight. It sells for $259.50. **For More Information Circle No. 184.**

MICROPHONE-SPEAKER

Geiss-America, 6424 N. Western Ave., Chicago 45, Ill., announces a table top combination microphone-speaker for both the Minifon P55 recorder and the Minifon Attache magazine-load tape recorder. It enables the user to play back recordings instantly for personal or group listening. This accessory is valuable for conference

"Coverteers"

Shown on Model E-15R Harter Chair

DRESS UP YOUR OFFICE CHAIRS

In smartly styled, durable, slip-on covers that provide seating comfort and improve office decor.

Easy-to-apply Coverteers in a variety of quality fabrics recommended by leading manufacturers—will fit more than 100 models of secretarial and executive office chairs.

Write for literature today.

Covercraft Company, Inc.
GOSHEN, INDIANA

For More Information Circle No. 346

GLIDER All Steel Vertical BLUE PRINT FILES

- 100 prints per holder
- easier location of plans
- no holes to punch
- expandable, extendable

Write for free literature

MOMAR Industries
4176 Montrose Ave. Chicago 41, Illinois

For More Information Circle No. 347

recording and on-the-spot playback. The mike-speaker, when used in combination with the foot control pedal, gives the user complete two-hand freedom while recording or listening. A conveniently located switch permits instant change from record to listen. **For More Information Circle No. 113.**

TACKER

Auto-Tak, Suite 12, North Haven Office Center, Cuyahoga Falls, Ohio, offers the Auto-Tak which not only inserts its specially designed tacks quickly and easily into a bulletin board, drawing board or other flat surface, but removes them and stores them for reuse. Auto-Tak holds from 80 to 100 patented round steel tacks,

NEW CORMAC 300 WITH FLO-TRONIC CONTROL!
means better photocopies—faster!

Now you can get the unequalled accuracy and copying quality of diffusion-transfer photocopying – with completely dry convenience! No messy pouring or mixing of chemicals. No chance of spills—thanks to Flo-Tronic Control.

Just flip a switch and instantly, electronically, your CORMAC "300" is ready to produce photo-accurate copies of anything you need—letters, sales orders, invoices, ads, articles, signatures, crayon, pen, pencil—even printed matter in any color!

THE NEW CORMAC "300" with Flo-Tronic Control is the fastest, easiest to operate, most fool-proof low cost photocopier on the market. Anyone can learn to operate it in five minutes. Photocopies anything in seconds—even spirit duplications.

New Beauty—Blends with every office decor!

Cormac Photocopy Corporation
Dept. 302
80 Fifth Avenue, New York 11, New York

☐ Yes, I'd like a five minute demonstration of the Cormac "300"

Date _____ Time _____

☐ Send me, Free Select-O-Master Office Systems Guide that tells me how to save time and money in photocopy.

Name _____

Company _____

Address _____

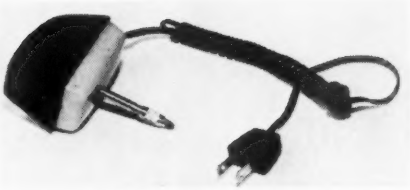
City _____ Zone _____ State _____

SOLD AND SERVICED BY FACTORY-TRAINED REPRODUCTION SPECIALISTS

CORMAC
PHOTOCOPY CORPORATION
EXECUTIVE OFFICES: 80 FIFTH AVE., NEW YORK 11, N.Y.

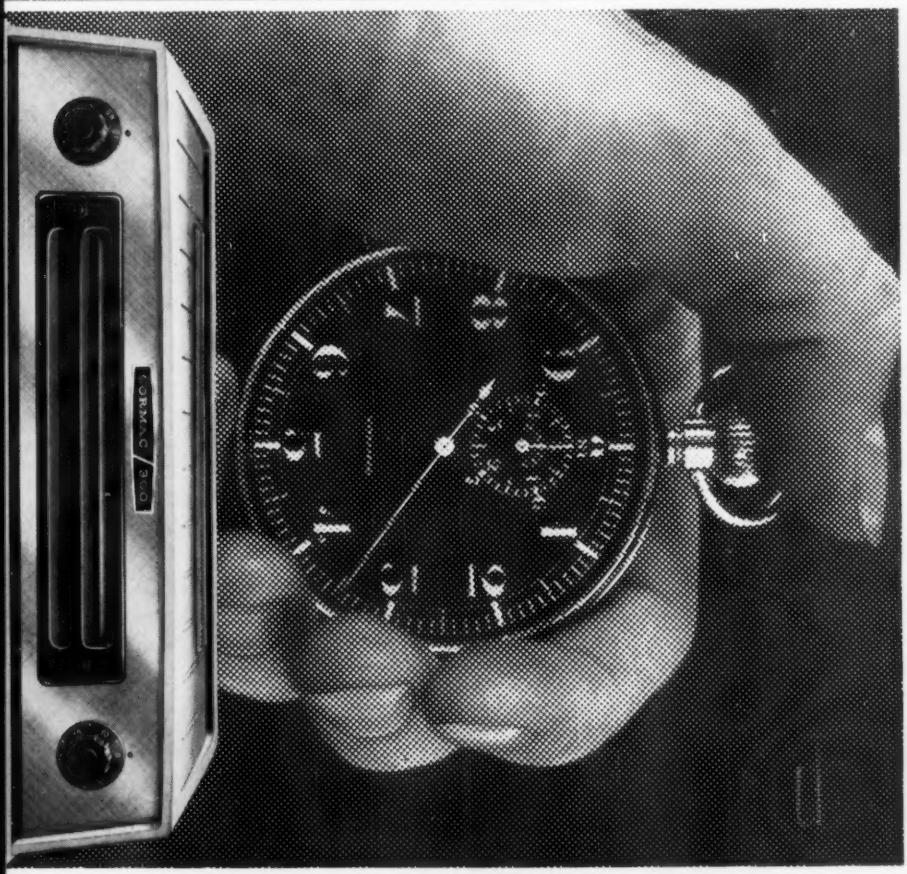
For More Information Circle No. 390

each with three sharp points. Tacks are loaded into the barrel of the unit as are wire staples into a staple gun. A twist of the head makes it ready for operation. When placed against a surface and a slight pressure exerted, three ejectors grasp the tack and force it securely into place. To remove the tack, the head is recessed by turning it counter clockwise and, when pressure is applied, ejectors grip and pull the tack back into the barrel. Tacks can be used over and over again indefinitely. Retail price is $5.95. Tubes containing 80 tacks cost 98c. **For More Information Circle No. 144.**



ELECTRIC ERASER

West Coast Sales, Box 64, Los Gatos, Calif., offers an automatic eraser that quickly and smoothly erases pencil, ink or typing. It will erase fine lines or solid blocks with equal ease, with or without



De Luxe Auxiliary Seating

Never before such luxury in a Folding Arm Chair. A masterpiece in steel with upholstered seat, back and arms . . . the finest of its kind ever created.

Embodies all of those sterling qualities that distinguish the Clarin line — plus — the unique feature of arms that fold with the rest of the chair into a compact 3 inches. Learn how CLARIN can fill YOUR particular seating requirements. WRITE Dept. 50AC TODAY.

FOLDS FLAT!

EST. 1925

CLARIN

folds compactly for minimum storage space.

GUARANTEED FOR TEN YEARS!

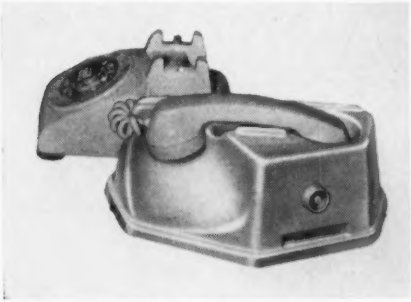
CLARIN Mfg. Co., 4640 W. Harrison, Chicago 44, Ill.

For More Information Circle No. 310

an erasing shield. Powered by a heavy duty, shaded pole, 115-volt, 60 cycle AC motor. Price is only $7.95 individually packed. **For More Information Circle No. 157.**

TELEPHONE AMPLIFIER

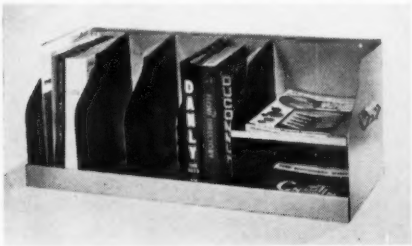
National Marine Corp., 1819 Miami St., South Bend, Ind., provides hand-free telephoning with the low cost Phonex telephone amplifier which is a fully transistorized, completely portable, precision



electronic instrument that needs no installation and allows anyone or a group of people to use the phone while keeping their hands free for taking notes, consulting literature, etc. Available in black or ivory, it comes complete with transistor battery for $34.95. **For More Information Circle No. 145.**

CAR-ORGANIZER

Flash Filing, Inc., 2634 S. Cherry, Fresno, Calif., offers its Salesman's Car-Organizer



for holding catalogs, brochures, etc., on the back seat or in the trunk of an automobile. With four compartments, unit

TRY THE WORLD'S Smoothest Writing PENCIL FREE!

1. Superb Writing Ease! SEMI-HEX with special Lanolin Process Lead won't scratch, stick — even on cardboard! Just glides along with a strong dark line. Helps prevent writer's cramp, finger stiffness — keeps office efficiency at its peak!

2. Stronger, Longer-Lasting Points! Exclusive "Carbo-Weld" makes SEMI-HEX point virtually "Break-proof." No office time wasted sharpening and re-sharpening pencils.

3. Guaranteed Longer-Wearing! Outlasts, outwrites and outperforms any other office pencil. Stocks last long time — keep inventory down!

Available in 5 degrees: 1, 2, 2-2/4, 3 and 4. See Your Local Dealer Now — Or Write On Company Letterhead for FREE SAMPLES.

GENERAL PENCIL COMPANY

69 FLEET STREET, JERSEY CITY 6, N. J.

For More Information Circle No. 388

fully automatic... yet modestly priced

the Lathem 8800 time recorder

Accurately, time is registered the instant the time card is inserted . . . in two colors and correctly positioned, with IN and OUT separated in two columns. Impossible to overprint. Yet this completely automatic 8800 Time Recorder is priced within the range of typewriters.

Send today for full details.

LATHEM TIME RECORDER COMPANY
88 Third Street, N.W. Atlanta, Ga.

Gentlemen: Without obligation, please send me full information, including prices, on the completely automatic 8800 Time Recorder.

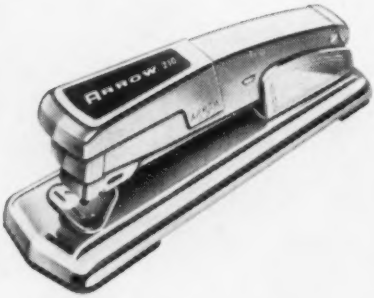
Name_____
Company_____
Street_____
City_____ Zone____ State____

For More Information Circle No. 348

is 12″ high, 30″ wide and 12″ deep. It has two trays. Available with or without flock on back and bottom. **For More Information Circle No. 159.**

PINNING STAPLER

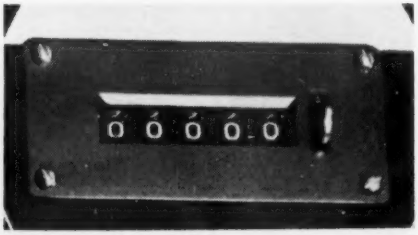
Arrow Fastener Co., 1 Junius St., Brooklyn 12, N. Y., points out that in addition to temporary and permanent stitch, the 210 De Luxe Standard Stapler can also be set to pin stitch. This permits quick and easy removal of one sheet of



paper from another without tearing sheet, and staple remains intact. Ideal for attaching withholding statements to checks, bills of lading to letters, documents to letterheads, shipping labels to instruction sheets, etc. **For More Information Circle No. 146.**

ELECTRIC COUNTER

Durant Mfg. Co., Dept. O, 1925 North Buffam St., Milwaukee 1, Wis., announces



that a Durant five-figure YE Electric Counter was specified by the design engineers of Scriptomatic, Inc. for its Model

Your company is judged by the office you keep...

For More Information Circle No. 439

The fine quality look of a Cole Steel office—the careful attention to personal comfort—the skillfully crafted construction—all combined create an office of quiet good taste and matchless efficiency. This is why so many of America's blue chip companies select Cole Steel when furnishing their offices. See for yourself why Cole Steel furniture is so far ahead in the office equipment field. Send for our Free color catalog today.
Cole Steel Equipment Co., Inc.,
Dept. 57, 415 Madison Avenue, New York 17, N. Y.

COLE STEEL

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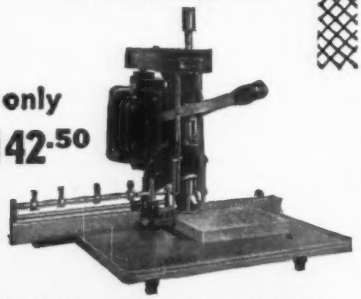
says small printer.



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Sound, simple machine tool design. Clean holes thru 1" of stock. Chip disposal. Sharpening chuck. Table, 12" x 18", fully adjustable gauges. Slitting and slotting attachment also.

LASSCO CORNER ROUNDER Model 20

$25.60

—including one cutting unit. Four shear-action "plug-in" units available: 1/8", 1/4", 3/8", 1/2". Cuts 1/2" of stock. Heavy-duty Floor Model also available.

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For More Information Circle No. 359

10 addressing machine. The Model 5-YE-8949-Q counter records the number of pieces addressed and was selected because of its accuracy—even at high speeds—modern panel mounting readability, and pushbutton, instantaneous reset feature. The wide variety and flexibility of applications for Durant electric counters suits them for high-speed, automated equipment such as addressing machines, computers, controls and navigation instrumentation. **For More Information Circle No. 151.**

SHEET PROTECTOR

Kingsbacher-Murphy Co., 9830 Bellanca Ave., Los Angeles 45, Calif., introduces the Plyex 8½" x 11" sheet protector with a four-ply binding edge. Extra reinforcement at points of greatest strain is achieved by folding an additional flap of transparent film at the binding edge. Plyex tears less, wears longer, adds strength but not bulk. Samples tested by

Smith-Emery Co. and U. S. Testing Co. proved the Plyex binding edge to be 25% to 35% stronger than protectors with a three-ply binding edge. Plyex protectors are available in three grades of film: cast and extruded acetate and Mylar. With a minimum initial order, dealers receive a bonus of Plyex protectors to use as promotional samples. Also available are envelope stuffers for dealers. For descriptive brochure and samples, **Circle No. 160.**

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the world's FIRST

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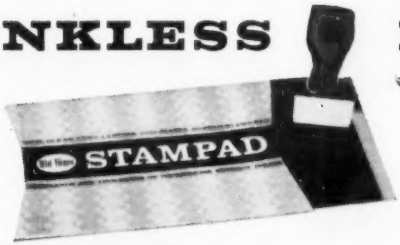
INKLESS PAD



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Another fine product by

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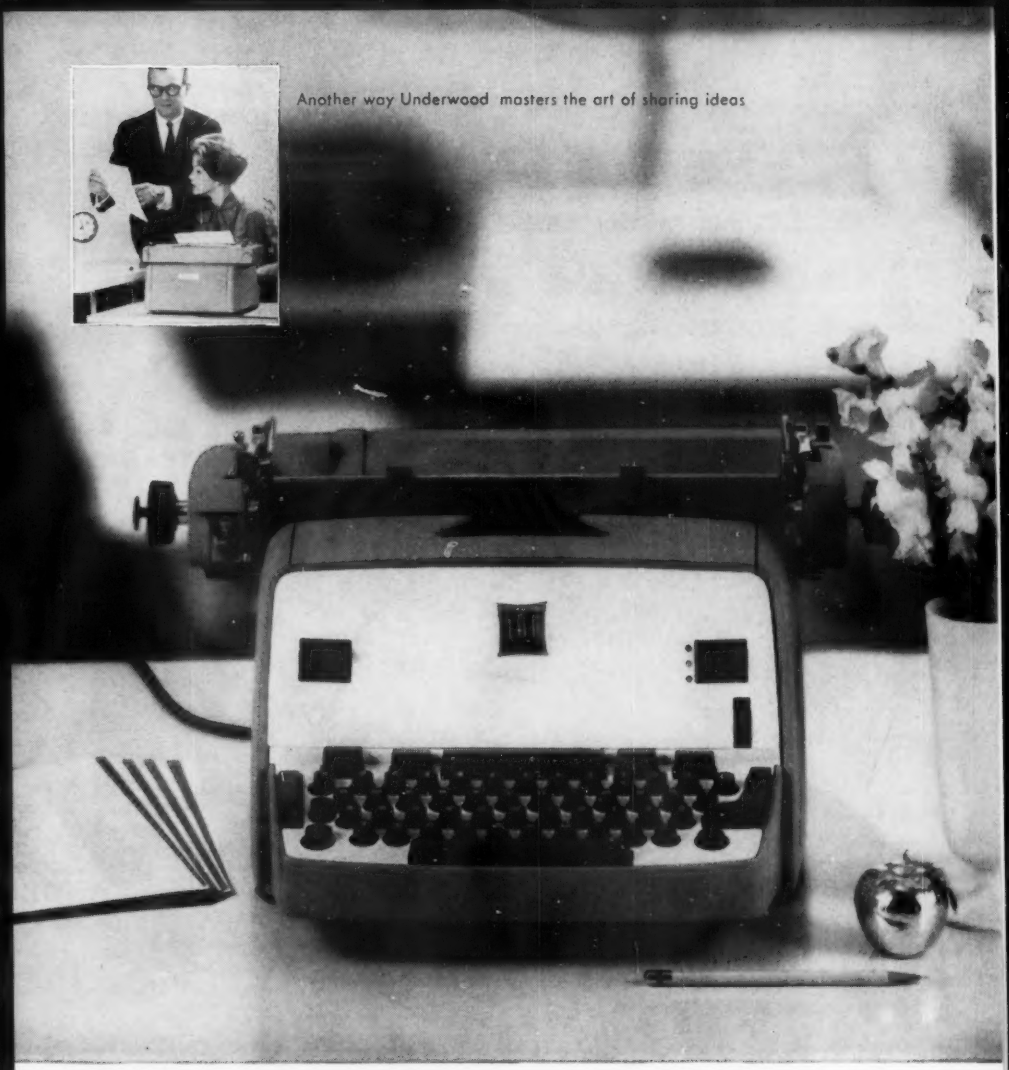

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For More Information Circle No. 212

TAB CARD HOLDERS

Visual Controls Co., Box 93, Norwalk, Conn., offers File-a-Tab Packets and boards with Pressure-Pat adhesive backs to allow locating punched cards on any surface. They will adhere permanently or temporarily depending on pressure used in setting them. Temporarily placed, they can be relocated at any time. The Packet holders come in two styles for holding

tab cards vertically or horizontally. The boards are aluminum with the same pressure-sensitive back. Each board holds up to eight card holding Packets, horizontally or vertically. They adhere to any surface and allow keeping a supply of pertinent punched cards anywhere to implement data control systems. For literature describing systems uses for these units, **Circle No. 196.**

INTERMEDIATE PAPER

Ozalid Div., General Aniline & Film Corp., 62 Corliss Lane, Johnson City, N. Y., offers a Black Line Intermediate Paper (102 ITF) with fast speed and reprint density for increased print production for architectural and engineering, office copying and accounting worksheets. It has extremely high opacity for greater covering power with no sacrifice in printing speed. This results in greater ability

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Sorting daily correspondence for filing or distribution becomes a breeze with the G/W correspondence sorter. Use it as a personal file, too. Handsome midnight blue, leather-like grained binding. 20 compartments with index tabs. File is 10" by 12" letter size.

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For More Information Circle No. 386

to pick up fine detail from weak pencil line tracings and gives wider latitude in reprinting. The black image is excellent for duplicating by photographic or Xerographic processes. The 100% rag content tracing vellum base offers good drawing surface for pencil or ink, high durability and resistance to wear. Permanently transparentized to insure high reprint speed with continued use or aging. Transparentizer will not transfer to other papers in file. It will not adversely affect Van Dyke or photographic materials in file. Single coated and highly resistant to yellowing. A more pleasing visual appearance for finished prints is reported due to 102 ITF's crisp black line image on 100% rag tracing paper base. An Ozalid Print Corrector solution completely removes dye image from paper while a nonreproducible blue image remains as a guide or to indicate where corrections or deletions have been made. **For More Information Circle No. 115.**

ONCE UPON A WALL

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Portable—in 4 colors:

Right in step with modern offices the Boston Champion Portable Pencil Sharpener saves time . . . builds efficiency.

Order today from your local stationer.

Blue
Green
Sandtone
Gray

C. HOWARD HUNT PEN CO., CAMDEN 1, N.J.

For More Information Circle No. 387

STOCKROOM MARKERS

W. H. Brady Co., Dept. 165, 770 W. Glendale Ave., Milwaukee 9, Wis., offers self-adhesive plastic

numbers and letters for permanent identification of storage areas, bins, racks and aisles in stockrooms, warehouses, etc. Brady numbers and let-

This great paste ink...

gives you copies with the quality look of fine printing

Hard to believe the results you can get with your present duplicator when you switch to Tempo Jetdry Ink. Beautiful copies even on *bond* or *offset* papers—without slipsheeting! And—you can run both sides of the paper and get equally fine work.

The secret of this fast-drying ink—made exclusively by Tempo—is that it does not penetrate the paper as most liquid inks do. Impressions merely "kiss" the paper surface as in commercial printing. Result: no fuzzy type—copies are so clean they look like individually typed sheets. In fact, you can match up the printing on your own typewriter. And—because it's in paste form, Tempo Jetdry is so much *cleaner* to use. Economical, too—you get thousands of extra copies per pound; also, big paper savings when you run two sides.

Pin coupon below to your letterhead and mail today for FREE FOLDER containing complete information about this amazing new ink.

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186 Tempo Bldg., Monterey Park, Calif.
Please send full information about Tempo Jetdry Paste Ink

NAME .....

COMPANY .....

ADDRESS .....

MAKE AND MODEL OF DUPLICATOR USED

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Los Angeles • Pittsburgh • San Francisco • Washington, D.C. • Mexico D.F. and dealers everywhere
For More Information Circle No. 236

ters fit virtually any identification system. Area codes are made up right on the spot, at the location they are applied. Anyone can put up the necessary storage area identification at a fraction of the time and cost of hand painting or stenciling. Self-sticking vinyl cloth markers, with numbers or letters printed in black on contrasting yellow background, are for surfaces not subjected to excessive abrasion. The vinyl cloth markers come in six stock sizes from ½″ to 5″ high. Double silicone plastic overcoating protects surface from dirt, grease, smudging. For application to floors, skid platforms and other areas where heavy abrasion from traffic is a problem, self-sticking, die-cut numbers and letters are made of all-vinyl plastic in 2″ and 3″ sizes, in yellow, black or white. These can be applied directly to any clean, dry surface or self-sticking vinyl target or background panel of contrasting color for maximum visibility. Targets and panels are stock items. Both styles of markers stick to any metal, wood, plastic, concrete or ceramic surface with slight finger pressure — stay stuck until purposely removed. Brady also offers stock plastic aisle markers and directional arrows: fire extinguisher, exit and hazard marking signs. **For More Information Circle No. 116.**

Graffco SIGNALS

for every type of file

Shown here is the #90 Cellugraf Signal. It features an opaque plastic writing surface which accommodates special notations such as numbers, letters, etc. Twelve standard colors. Graffco Signals bring facts to life.

GEORGE B. Graff COMPANY

54 Washburn Avenue, Cambridge 40, Mass.

For More Information Circle No. 389

PNEUMATIC STAPLER

Staplex Co., Industrial Div., 775 Fifth Ave., Brooklyn 32, N. Y., offers a powerful pneumatic stapler for rugged industrial and commercial fastening jobs. Called Staplex Model SA-100, it is made to perform industrial stapling wherever air power is available. Equipped with an instant acting air switch for either foot,

Copycat's patented spray process gives you more copies... better copies of anything ...and for as little as four cents each!

...it's the world's fastest photocopy machine—bar none! From start to finish, including all paper handling, Copycat's deluxe new wall model gives you finished ready-to-use copies in 12 seconds.

What's more, because of its patented spray process, Copycat's deluxe wall model will give you up to 10 crisp, clear copies of anything from *one negative!*

No other photocopy machine can offer as many copies—a feature that alone will cut your copy cost to an average of four cents each—*and* repay the initial investment in no time.

The key to Copycat's speedy production of quality copies is its patented spray process. No open trays of developer are used—Copycat utilizes a tank, from which developer is pumped and sprayed and returned to the tank.

This gives faster, more uniform distribution of developer and prevents spilling.

Moreover, unlike other photocopiers, Copycat can be mounted on the wall, to save valuable desk space (or placed on the desk, if you wish).

If you are less than enchanted with present-day copying methods, annoyed at rising costs, messy developers and fuzzy copies—look into Copycat. Write or 'phone for a free demonstration in your own office. Absolutely no obligation.

Copycat CORPORATION

you can't damage originals

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For More Information Circle No. 256

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- ☆ Gives Graphic Picture—Saves Time, Saves Money, Prevents Errors
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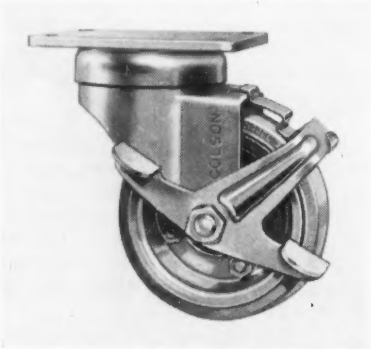
For More Information Circle No. 368

knee or hand operation, the SA-100 performs efficiently at operator's own speed, as fast or slow as work is fed to it. Sturdy, dural casting construction makes bench mounting easy. Weighing only 7 lbs., and measuring 7″ deep, 7″ high and

3⅜″ wide, the SA-100 can be used as a portable by connection to an air line. Easy loading with standard leg-type ¼″ staples, which load instantly through a front door magazine. For an illustrated brochure, **Circle No. 140.**

CASTER BRAKE

Colson Corp., 7 S. Dearborn St., Chicago, Ill., has developed a tread lock brake for medium duty casters with ca-



pacities ranging from 175 to 400 lbs. The lock features positive braking on the wheel face to prevent wear on vital wheel mech-

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Records *ROLL* to the clerk with ROL•DEX

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faster, more efficient, more economical record handling with ROL•DEX! Records are immediately accessible—no waiting for hidden motor driven trays. Fewer personnel required to handle more records. Better control—easier supervision. Inquire now...

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For More Information Circle No. 223

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$298
17" x 23"

Rapid Printer
PLATEMAKERS

Ideal for small offset plates and duplicating masters. Vacuum frame is on top, powerful carbon arc lamp in the base. Makes perfect plates every time as only a carbon arc lamp can, and clean, simple operation makes it the perfect machine for office and in-plant reproduction departments.

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Feature: highly polished, chromed, machined steel straight edges on all sides, adjustable; ceramic glass top; softly diffused fluorescent light; silver hammerloid baked enamel finish; shipped completely set-up—no crating charges.

5 sizes from 18" x 20" to 42" x 62". Send for Bulletin A217-O.

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new VAC-LUBE
COMPOUNDED ESPECIALLY FOR VACUUM PUMPS

Gives better lubricating—less wear—provides maximum pump protection. Can has easy pour spout. $1.00 pint—AT YOUR nuArc DEALERS NOW!

For More Information Circle No. 309

anisms and eliminate wheel distortion. It provides positive brake action on all types of wheels by direct pressure on tread surface. With its self-compensating brake lock spring, it retains full braking efficiency through wheel life. The brake pedal arm is embossed and extends to the horizontal leg of the caster increasing the brake's overall strength and direct braking action. The brake pedal is rugged .090 steel. Advanced design of the tread lock also allows for use of thread guards if desired. Designed for Colson's Series 2, 3, or medium duty swivel caster line, the tread lock brake is adaptable for hard and soft tread rubber tire wheels, replaceable rubber tire wheels; plastic, steel and aluminum wheels. **For More Information Circle No. 142.**

DETACHABLE KNEELER

Clarin Mfg. Co., 4640 W. Harrison St., Chicago 44, Ill., announces that every Clarin Folding Chair can be quickly adapted for use in worship services by simply attaching the Clarin Kneeler to the back chair rungs. Heavy gauge steel legs lock on quickly and easily with pivot lock

levers and detach instantly. There are no time-consuming bolts or screws to fuss with. Kneeler legs fold automatically when kneeler is folded. Churches will

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For More Information Circle No. 360

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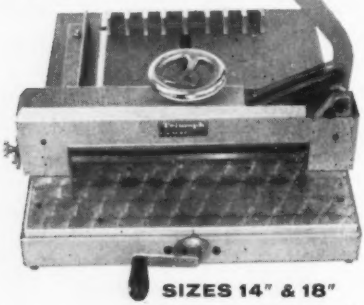
PAPER CUTTER
BUILT
SO WELL
TO SELL
SO LOW

all metal
Triumph
the precision Paper Cutter



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Complete line of
DELUXE ALL LEATHER
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30 E. McWilliams St.
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Another Subsidiary of
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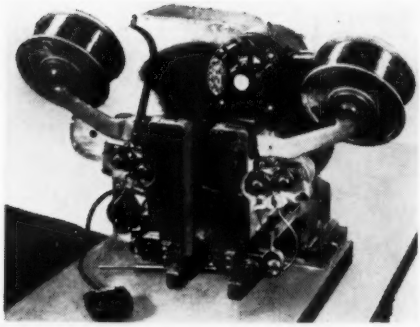
For More Information Circle No. 371

find these detachable kneelers add greatly to the versatility of each chair's use. With kneeler attached, chair is ready for services. With kneeler detached, chair provides comfortable seating for lectures, meetings, classroom activities and many other auxiliary seating needs. Kneelers are covered with Naugahyde over foam rubber. Soundproof rubber bumpers on short legs of kneeler add to their comfort. **For More Information Circle No. 150.**

MARGINAL CARD GROOVER

Beekley Corp., Data Systems Div., West Hartford, Conn., announces the Needle/Sort Desk Model Groover for simultaneously notching up to 75 Needle/Sort or other marginally punched cards or sets. A locating chip ejection pin precedes the blade, assuring perfectly aligned, cleanly cut notches and positive chip disposal.

The use of a separate spindle alignment plate is unnecessary. Platen is hardened steel and permanent. Because of its features, grooving operation is relatively effortless and faster. Designed for desktop use, the unit occupies a space 6¼" x 8¼", is 9¼" high, weighs 14 lbs. and has a rubber non-skid base. Price is $119.50. Also available on rental. **For More Information Circle No. 174.**



BLUEPRINT FILE

Momar Industries, 4176 W. Montrose Ave., Chicago 41, Ill., offers a means of volume-filing all popular size plans, vertically, adjacent to small walls, in closets or other critical space areas. An all-steel, direct clamp retainer holds up to 100 blueprints. It is tightened and loosened for plan insertions and removals by three spaced thumbnuts. The unitized top track glides in or out of a full length channel. The channel is easily applied to any type frame or overhead section. These com-

WIRE STITCHER

General Staple Co., Dept. R, 28 East 22nd St., New York 10, N. Y., offers a wire stitcher that inserts two staples at a time, fastening materials up to ⅜" thickness. Heads can be adjusted from 3¾" center to center of staples, up to 9". Machine is portable and has a throat depth of 10". Two coils of wire make approximately 120,000 staples before reloading. The wire is stocked in 28 different gauges, both round and flat, in standard finishes and colors. Machine can be actuated by a footswitch or microswitch and is available with single trip or multiple trip clutch. **For More Information Circle No. 117.**

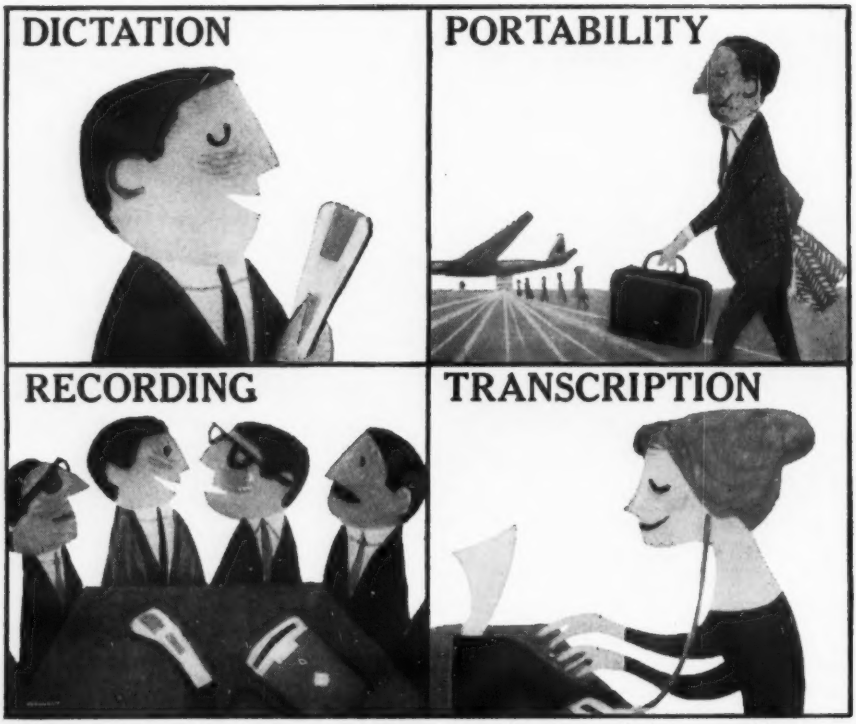
CHANGE NUMBERS QUICK AS A WINK!

FORCE Quick Change

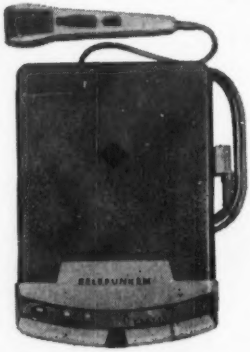
Force Quick-Change Numbering Machines permit instant changes of numbers *regardless of sequence*. They are ideal for numbering bank books, work cards, yardage tickets, drug and chemical labels, file folders, jackets, coded job tickets. Indicator figures alternately colored for easy reference. Heavy-duty model has ⅜" figures, available with up to 16 wheels. *Write for catalog.*

WM. A. FORCE & CO., Incorporated
216 Nichols Ave.,
Brooklyn 8, N. Y.

For More Information Circle No. 433



All yours in one handsome, compact unit... the economical, new self-powered Telefunken "600" Portable Dictating Machine! Use it anywhere... anytime. Carries its own built-in, lifetime battery... complete with battery recharger. A single microphone button controls every action... dictate, backspace, playback, stop. Lightweight, easy-to-mail magnetic disc can be used over 10,000 times. Precision-built for quality, value and dependability by the world-famous Telefunken Corporation. Test one soon!



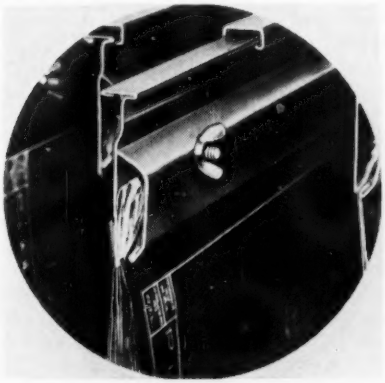
TELEFUNKEN

"600" Portable Dictating Machine

For further information write: INTER-CONTINENTAL TRADING CORPORATION, 90 West St., New York 6, N. Y.

For More Information Circle No. 210

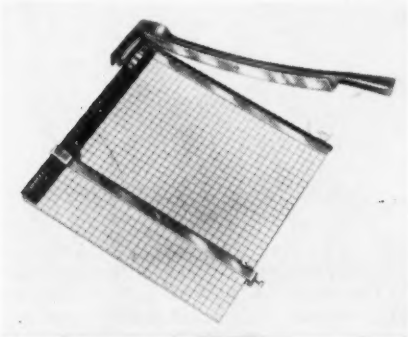
ponents are utilized in the company's Glider Files used by architects, engineers, draftsmen, contractors, municipal offices, artists, designers, maintenance engineers



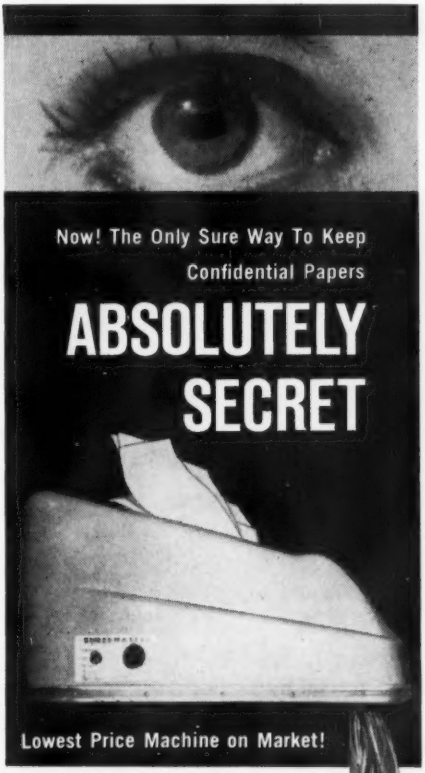
and real estate developers. Prices of plan holder assembly (by length) are 24", $4.25; 36", $5.75; 48", $8; 30", $5. **For More Information Circle No. 149.**

PAPER TRIMMERS

Milton Bradley Co., 74 Park St., Springfield, Mass., makes paper trimmers that need no adjustment, and make cutting quicker, easier and uniformly accurate.



The line includes seven new models retailing from $6.50 to $63 in sizes from 8" x 8" to 30" x 30". An auto lift safety knife springs up for use, propelled by a compression spring with gentle action which



No surer, faster or safer way to keep confidential papers secret than by positively destroying them. Do it right in your own office with the new Shredmaster Bantam 10. Anyone can use it. Handsome and modern in design, clean and quiet in operation. Now at a new low price. (Other models of greater capacity available.)

FREE: Illustrated, descriptive folder giving details of 10-day free trial. Just write today to Dept. A-11.

THE
SHREDMASTER
CORPORATION
384 Woodcleft Ave.
Freeport, N. Y.

For More Information Circle No. 372

NEW Paper Welder

Fastens Paper Using Nothing But the Paper Itself!

- No Refills
- No Clogged Machines
- No Staples to Remove
- No Bulky Files
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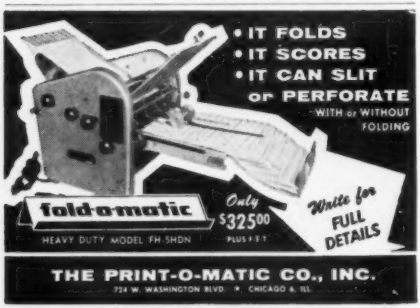
- Welded Papers Lay Flat

It Costs Nothing To Press The Handle

A precision made instrument with handsome chrome finish. It is new, novel, smooth, silent, and efficient in operation. Never needs refilling. It will weld up to six sheets of 16# paper. Modernize your office with this time and money saving office appliance. An ideal gift with name engraved on the handle. If your dealer cannot supply you, write direct. Dealer inquiries invited.

PAPER WELDER, INC. Medina, N. Y.

For More Information Circle No. 375



For More Information Circle No. 376

replaces the conventional torsion spring. This reduces the effort required for a cutting stroke and insures trouble-free performance for the life of the cutter. Cutting blade of finely ground, tempered steel keeps sharp for years. A different method of processing has achieved a permanently aligned ruler and table top with the same coefficient of expansion and contraction, which can be relied upon for a high degree accuracy through the years. **For More Information Circle No. 156.**

CHAIRS

Corry Jamestown Corp., Corry, Pa., announces a series of seven business chairs in the Contoura Group. Included are two executive adjustable swivel chairs, each with a matching executive sidearm desk chair; a clerical chair, a stenographer chair, and an armless sidechair. The executive

swivel chairs can be individually adjusted in four ways to conform to the size, contour, posture and seating habits of any person. All Contoura chairs are available in a wide range of upholstery materials and leathers, the variety of colors and finishes providing for flexibility in coordinating interior design. For an illustrated brochure, **Circle No. 141.**

"PORTABLE OFFICE"

MICROFILM SYSTEM BY

PHOTOSTAT CORPORATION

Film records on the spot with this compact portable. Interchangeable film magazines in 10-, 25- and 50-ft. lengths let you film, file and find records by subject. Rapid flow action films 83 ft. per minute. Costs are less than $.001 per document. Gear drive mechanism and film advance indicator provide infallible documentation of records. Complete your system with a PHOTOSTAT Portable Reader.

PHOTOSTAT®—THE MOST RESPECTED NAME IN GRAPHIC REPRODUCTION

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☐ PROJECTION PHOTOCOPYING
☐ DUPLICATING OFFSET
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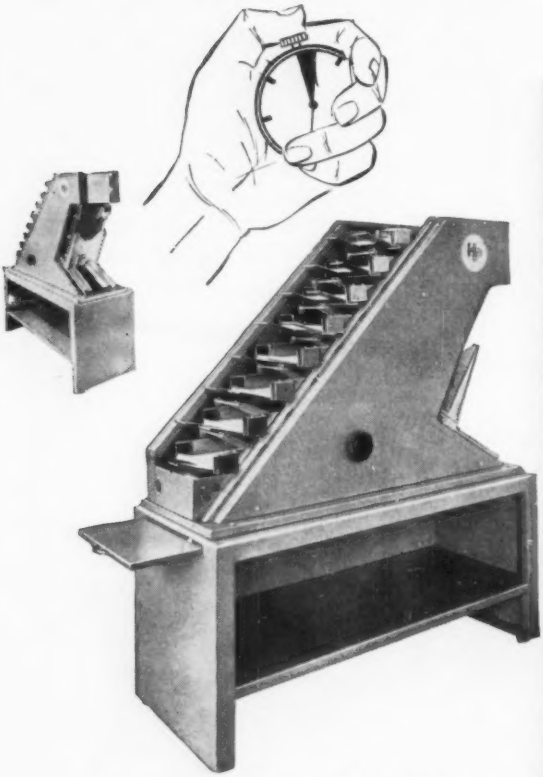
PHOTOSTAT CORPORATION
ROCHESTER 3, NEW YORK
A SUBSIDIARY OF Itek CORPORATION

For More Information Circle No. 219

NEW OFFICE MACHINE GATHERS 8 SHEETS PER SECOND!



collates
480 sheets per minute

produces
2300 8-sheet sets per hour
loading time included

delivers
alternated sets, jogged criss-crossed and stacked in delivery tray

Eliminates "arm fatigue" completely

No more sore arms or aching muscles—only actual work involved is loading the feed trays. The "Escalator System" completes the job—quietly, automatically.

Labor and money saving

Automatically replaces boring, tedious costly hand work. Ends diversion of highly paid office help from their regular jobs . . . avoids overtime and expense of extra temporary workers.

Saves valuable floor space

Complete Collating system in floor space of only 48" x 20".

HALVERSON
high speed / all electric / fully automatic
COLLATOR

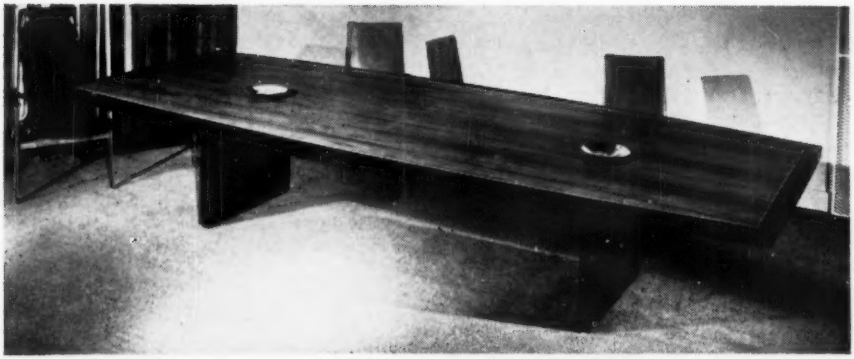
Manufactured by

HALVERSON Products Company, Inc.
1051 N. Paulina St., Chicago 22, Ill.

SEE your duplicating equipment supplier. ***WRITE*** today for complete information.

DEALERS,—some cities still open for representation.

For More Information Circle No. 257



CONFERENCE TABLE

Carlton-Surrey, Inc., 1516 Blaine Ave., S.E., Grand Rapids, Mich., makes the Continental conference table of boat-shaped design which allows seating four more people than would be comfortable at a rectangle table of similar size (14 ft. long and 68¾″ at widest point). Modern in mood yet classic in design, the 29″ high table is a quarter-ton of lustrous, select, matched grain teak. It has ebony brown base, and border inset with light and dark teak. Grain runs the length of the top to accentuate its size. Woods are finished in natural oil. For photos and price data, **Circle No. 158.**

For More Information Circle No. 378

MAIL JOGGER

Purnyea Mfg. Co., 4482 Lindell Ave., St. Louis 8, Mo., makes the Model 445-AC envelope and check jogger for jogging incoming envelopes, before opening, to

avoid mutilation of checks and punched card forms. Electrical jogging is three to four times faster than shaking down manually. Damage to checks and punched card forms results in lost time on tabulating and check processing machines. The Model 445-AC has a box 4″ wide, 12″ long and 4″ deep; weighs 16½ lbs; operates on 110-volt AC and costs $99 f.o.b. above, on 30-day approval. A Model 665-AC Jogger is made for duplicating departments. It takes a full ream of sheets up to legal size. The Model 775-AC takes sheets up to 11″ x 17″. **For More Information Circle No. 155.**

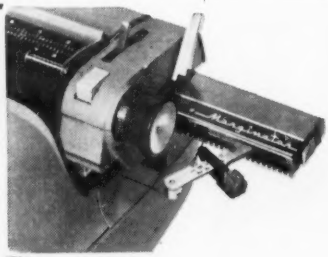
BALLPEN

Gardner Stamp Co., 166 S. Washington St., Wilkes-Barre, Pa., is offering Penci-Pen, a medium point (.039) woodcased desk ballpen. Light, slim and comfortable as a pencil, its woodcasing makes writing easier, helps prevent stiff fingers and writers' cramp. All brass 5¼″ long cartridge contains Formulabs pre-tested quality inks. Manufactured to uniform specifications in four colors (red, black, blue, green), inks are long lasting; thoroughly tested and found satisfactory after a

NOW! TYPING that looks like PRINTING —

at a fraction of the cost!

Inexpensive Typewriter Composition That Looks Like Expensive Typeset Printed Matter



Your "copy" CAN Look Like This

Now - your typewriter is more useful than ever. Anything that is now set up in type can be well reproduced with typewriter composition, and JUSTIFIED so that regular type-set printing is simulated. Regardless of the process of reproduction -- whether for a daily newspaper, an elaborate brochure, or a simple offset, mimeographed, or hektographed bulletin, the Marginator now offers you composition at greater savings than ever before possible. The two columns shown are IDENTICAL link for line. Compare them and see how perfectly the MARGINATOR evens up the right-hand margin.

Your "copy" Now Looks Like This

Now - your typewriter is more useful than ever. Anything that is now set up in type can be well reproduced with typewriter composition, and JUSTIFIED so that regular type-set printing is simulated. Regardless of the process of reproduction -- whether for a daily newspaper, an elaborate brochure, or a simple offset, mimeographed, or hektographed bulletin, the Marginator now offers you composition at greater savings than ever before possible. The two columns shown are IDENTICAL line for line. Compare them and see how perfectly the MARGINATOR evens up the right-hand margin.

Write for Free Illustrated Folder

MARGINATOR COMPANY, 1121 W. Magnolia Ave., Burbank, Calif.

For More Information Circle No. 350

The Super Kemlon ribbon combines carbon ribbon sharpness with fabric durability. Never before has it been possible to achieve such clarity of write with a fabric ribbon. Super Kemlon ribbons are so thin that 36 yards are actually wound on an I.B.M. spool and 24 yards on all others. And yet because of its unique new chemical treatment, this miracle fabric will absorb more ink and will give more wear than any other ribbon ever made . . . cotton, nylon or silk.

FRANKEL
MANUFACTURING CO.

Established 1906

285 Rio Grande Boulevard • Denver 23, Colorado

In New York, contact:
Crystal Copy Corporation • 4 West 16th St. • New York, New York

SUPER KEMLON RIBBONS—WITH DUAL SPOOLS

36 yd. length for I.B.M. typewriters . . **$40.00 per doz.**
24 yd. length for all other typewriters **$28.50 per doz.**

SEND FOR YOUR TRIAL ORDER TODAY!

Dealer and Quantity Discount on Request.

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Please send me a trial order of SUPER KEMLON typewriter ribbons. If I am not completely satisfied, I will return the unused portion of the order and receive credit.

☐ 36 yds. for I.B.M., $40 doz.
☐ 24 yds. for all other typewriters, $28.50 doz.

COLORS_____
DEGREE OF INKING: ☐ Medium ☐ Medium Heavy ☐ Record ☐ Offset
MAKE OF TYPEWRITER_____
Name_____
Firm Name_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 266

SPEED

OFFICE MAILINGS with MAIL AID® LABELS

Many modern offices have found Mail Aid addressing labels the answer to faster, economical mailings.

There are Mail Aid labels to suit practically any addressing system. Available in perforated sheets of 33 labels, they are manufactured in both single sheets (Dupli-Stickers® or Dupli-Quik®) and carbon-interleaved sets (Dupli-Snap®) designed for use when multiple copies are required. Addresses may be transferred on any of the various types of duplicating equipment, or copied by typewriter or accounting equipment. Your stationer can help you select exactly the right label for your system.

Where volume mailings are a problem, these labels can be applied automatically with Eureka's Mail Aid Applicator. The Applicator will label up to 13,000 pieces an hour, depending upon length, type, and thickness of stock. If volume mailings are *your* problem, write to Eureka for information.

LOOK FOR THE EUREKA TRADEMARK

EUREKA SPECIALTY PRINTING COMANY
Box 149 • Scranton 1, Pa.

(R) TM REG. U.S. PAT. OFF. DUPLI-STICKERS, DUPLI-SNAP, DUPLI-QUIK AND EUREKA ARE REG. TRADEMARKS IN CANADA

For More Information Circle No. 216

minimum of two years normal shelf storage; unaffected by exposure to elevated or subzero temperatures for extended periods. Tests have ranged from 140° above to 40° F. below zero. Gardner pays postage. Net delivered cost: retail 29c

each; 1 doz. $2.90; 6 doz. $2 per doz. Colors may be assorted. Pens packed 1 doz. per box with Return Guarantee on each box. **For More Information Circle No. 125.**

WALL THERMOMETER

Abrax Instrument Corp., 179-15 Jamaica Ave., Jamaica 32, N. Y., offers the wall mounted Abbeon Thermometer No.

TAB-8. The 6½" dial can be easily seen from across the room. Overall diameter is 7¾" and depth 2½". The rugged in-

Ask about
BARKLEY
Open Shelf File Supplies

Open shelf filing is a "must" where space is at a premium for there are no space consuming drawers to be opened. Barkley open shelf file supplies make hundreds of files visible at one time; permit filing higher than eye level; permit using all the valuable floor space, and cost less to operate too. Ask us for complete information.

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For More Information Circle No. 365

and only Sure-Rite has it!

Look for the stencil with the patented Red Dot Seal Tab!

Write for full information and free sample.

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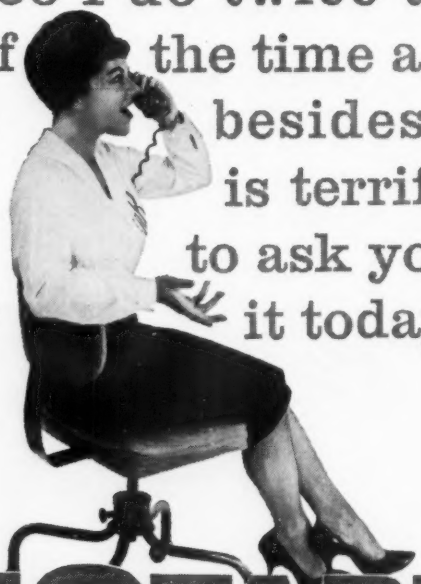
For More Information Circle No. 366

"...and I'm practically a lady of leisure, now that marvelous StenOtape does most of my work. Simply uncanny, the way it hears the boss's words, even when he's pacing around like a lion. Transcribes like a whiz, too. So I do twice the work in half the time and get a raise besides !!! StenOtape is terrific, you ought to ask your boss to try it today."



GELOSO

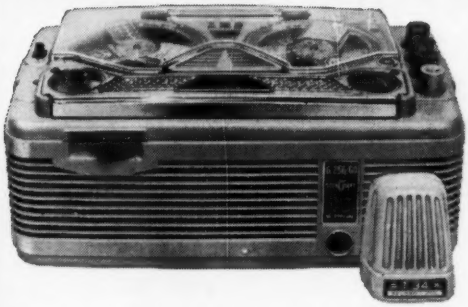
STENOTAPE

DICTATING - TRANSCRIBING - CONFERENCE MACHINE

FREE TRIAL AT YOUR DESK

For More Information Circle No. 308

STENOTAPE



The only dictating machine that gives you hi-fi fidelity with 4-way versatility

1. DICTATE 2. TRANSCRIBE
3. RECORD CONFERENCES 4. PLAYBACK

Check these special StenOtape features

• Exclusive automatic "Self-Load" reel • 2-hours; endlessly re-usable magnetic tape • Absolutely jamproof • Simplest dictating and transcribing ever—one machine does both • Trouble-free operation – Exclusive 1 year guarantee • Travels in its own handsome attache case with room to spare for personal papers • Dozens more uses than any other machine • Authorized dealers and service coast-to-coast. FULL YEAR GUARANTEE

only **$179.95** FED. TAX INC.

FREE BOOK For complete information about all dictating equipment, read "The Facts About Dictating Machines." Includes an independent survey among secretaries disclosing what they look for.

American Geloso Electronics, Inc.
251 Park Ave. So., N. Y. 10, N. Y. Dept. No. 127

☐ I would like a free demonstration at my desk (no obligation). Please call for an appointment.

☐ Please RUSH, without obligation, free 16-page book, "The Facts About Dictating Machines."

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Address_____

City_____ Zone_____ State_____

MAIL THIS COUPON NOW

For More Information Circle No. 308

strument weighs 1½ lbs. with its solid brass casing. Operation is by metallic element and percentage of accuracy is within 1% over entire range from minus 30° to 230° F. It is guaranteed to give absolute satisfaction or money back within ten days. Shipping weight of the TAB-8 is 4 lbs., price is $24.85. **For More Information Circle No. 119.**

TYPEWRITER PAD

Enor Corp., 55 Woodbine St., Bergenfield, N. J., introduces Unda-Wunda typewriter pads made of a resilient composition possessing frictional qualities as shown in the photograph. Millions of microscopic suction cups molded into both surfaces end typewriter slipping and creeping.

This characteristic makes it unnecessary to bolt typewriters to desks or stands. A typewriter using this pad will not move unless typist deliberately picks it up. The pad has acoustical properties which help absorb noise of even electric typewriters. The pad "soaks up" machine vibration to lessen typist's fatigue. It is completely washable, won't absorb dust or dirt. Available in four colors: eggshell, mist green, smoke gray and desert tan. Packaged in attractive display cartons in both standard and electric sizes. Retail price: Electric $2.95, Standard, $1.95. **For More Information Circle No. 192.**

WHAT FACTORS DO YOU WEIGH...

when purchasing a duplicator?

SINGLE LEVER OPERATION

In one simple movement, master is clamped, fluid released, impression roller engaged. The same action when reversed, releases the master, stops fluid flow and releases all roll pressures.

MARGINAL ADJUSTMENT

Even when Copy-rite Duplicator is in motion, top or bottom positioning can be changed by mere movement of the Margi Set.

Ask for demonstration today—

Send us your name on a post card. We'll arrange a demonstration in your office without cost or obligation.

LOOK AT THESE FEATURES:

1. Automatic Feeder
2. Single Lever Control
3. Built in Reset Counter
4. Clockwise Operation
5. Delivers Copy Face Up
6. Raise and Lowering Copy Control
7. Automatic Fluid Control
8. 5-Position Color Control
9. Easy Side Paper Guides
10. Modern Design—Harmonizing Color and Finish

Silver Streak
MODEL SS-1

Copy-rite

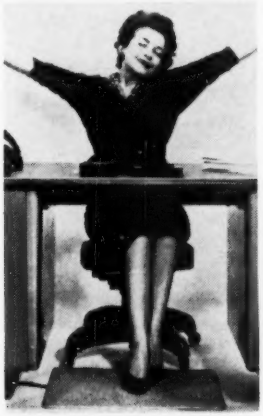
1201 CORTLAND STREET
CHICAGO 14, ILLINOIS

WOLBER DUPLICATOR AND SUPPLY COMPANY

For More Information Circle No. 258

FOOT WARMER

MacNeal & Dashnau, Dept. 58-9, Ivyland, Pa., offers a UL approved radiant



heater designed to keep employees' feet warm in office areas where floors are cold, damp, or chilly. The unit automatically provides a constant 10° increase in temperature at floor level for receptionists, secretaries, switchboard operators and other personnel required to sit for extended periods in areas where feet are exposed to cold. Constructed of durable laminated tempered Masonite, heater is 20" x 24" x 5/16" and will operate from 120 volt, single phase, 60 cycle AC for ten hours for 2c in most areas. Can be operated in hazardous or wet locations in complete safety. Available in a choice of three shades: tan, gray or natural brown Masonite at $13.95 each, or in standard six-pack at $11.95 each. **For More Information Circle No. 434.**

HANGING FILE FOLDERS

Oxford Filing Supply Co., Clinton Road, Garden City, N. Y., makes Pendaflex hanging file folders that offer cost and labor-saving advantages because of a special grade of paper with outstanding wearability characteristics. Produced for

TORPEDO BÜROMASCHINEN WERKE AG • FRANKFURT/M.-ROEDELHEIM
Founded 1896 **West Germany**

For More Information Circle No. 384

Oxford by the Hollingsworth & Whitney Div., Scott Paper Co., the paper is furnished in rolls for high-speed converting operations. Flatness and surface characteristics permit it to be slit, scored and glued in rapid sequence for mass production efficiency. Folders have high strength, and are fold and tear-resistant because of the 10½ pt. paper which is hard, flexible, and has a scuff-resistant surface. It is produced in a serviceable color that does not show smudges. Toughness and wearability of the stock is expected to provide 15 years or more service for active filing systems. **For More Information Circle No. 170.**

FURNITURE

Art Metal, Inc., 50 West 44th St., New York 36, N. Y., introduces its 500 Group, a coordinated series of metal office furniture. Designed by the Knoll Planning Unit, the series is said to offer high style at a moderate price. It includes a full range of executive and secretarial desks, chairs, back bars and files. Although standard production methods are used, the 500 Group provides great flexibility in appearance. Items are available in a choice of seven different simulated-wood laminated plastic tops, four side colors

and three metal finishes. This permits entire offices to be equipped with the single furniture line, with each unit or group styled to harmonize with the immediate surroundings. **For More Information Circle No. 132.**

NEW

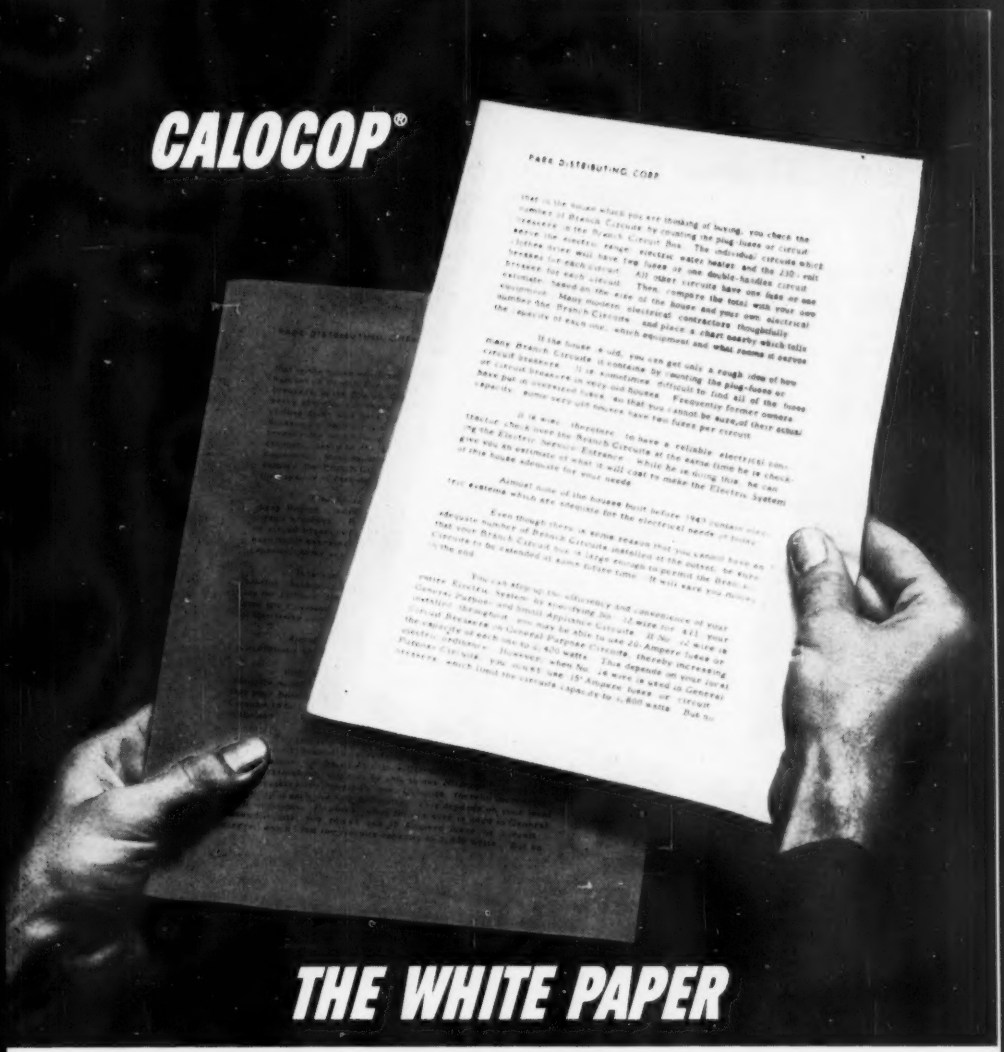
and improved

TIME *and* DATE STAMP

HELLER ROBERTS
Manufacturing Corporation

This new Roberts Model HRTD combination time and date stamp with clock face is engineered with three simple balanced units—printing head, ribbon mechanism and electric drive. It utilizes a new hammer method of printing with automatic self-aligning platens for crisp, clear impressions. Instantaneous paper-trip operation. Solid construction and fine engineering of details such as deeply engraved solid brass wheels and positive ratchets. Offers great flexibility of printing space through use of slides, word rolls and fixed dies. Choice of three colors. One of a new and improved line of time stamps, daters and numberers bearing the name Roberts, famous for numbering devices since 1889. Write Roberts Numbering Machine Division, Heller Roberts Mfg. Corp., 700 Jamaica Ave., Brooklyn 8, N. Y.

For More Information Circle No. 379



FOR USE ON THERMO-FAX

CALOCOP, the new, revolutionary, white paper gives you *sharper, stronger* copies. 100% rag, with 100% linen fibre, CALOCOP paper does not crack or break when folded. Does not curl or crease. Does not turn dark, from radiator heat, sunlight, prolonged filing. It is non-glare, non-transparent. Gives excellent contrast, superior reproduction. Savings up to 25%! Reduces service problems. Many other advantages. FREE silk screen carrier (for those complicated jobs) in each box. For free samples write: Calor Copy Corporation, 387 Park Avenue South, New York 16, New York. (A Rex-Rotary Affiliate)

CALOR COPY CORPORATION

For More Information Circle No. 265

New Heyer Conqueror Paper Folder...

lets you do two things at once!

Don't confuse this with any folding machine you've ever seen, because this one is different . . . it runs itself! At the touch of a lever, the *new* Heyer Conqueror Paper Folder *automatically* feeds, folds, counts and stacks 110 sheets a minute and stops when the last sheet is fed.

You can leave this fine production machine unattended while it automatically folds printed pieces as they come from your duplicator or offset press!

Now you can fold letters, invoices, statements, *even multiples of 6 or 8 sheets stapled together*, quickly, effortlessly. A hand-operated model is available for shorter, occasional runs.

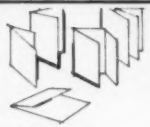
No question about it . . . this machine will quickly pay for itself!

STYLED BY REINECKE & ASSOCIATES

HEYER
INCORPORATED

1821-0 South Kostner Avenue
Chicago, Illinois

Send for
Information
About one week
FREE trial



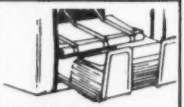
Makes all standard folds . . .
invoices, statements, advertising literature, even stapled sheets.

Turn a dial . . .
for non-skip feeding of thin, medium, coarse, glossy or heavy papers, 3 x 5" to 9 x 17" in size.

Adjustable feed wheels . . .
grasp paper at outer edges—do not smudge printed area.

Two quick-set fold controls . . .
at top of machine, adjacent to permanent instructions and fold diagrams.

Counts as it folds . . .
highly visible re-set counter shows accurately how many sheets have been folded.

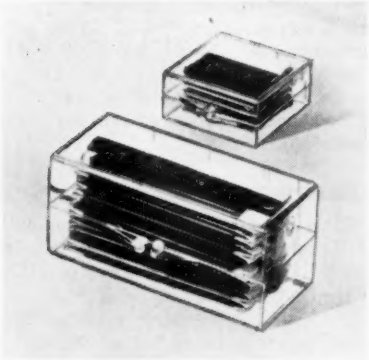


Belt delivery to a perfect stack . . .
conveyor belt deposits folded sheets in neat stack in adjustable receiver. **Turns off automatically when last sheet is fed.**

For More Information Circle No. 317

INDEX TABS

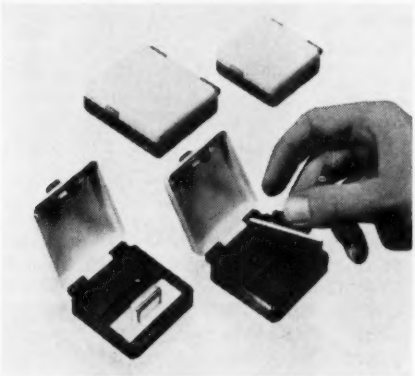
G. J. Aigner Co., 426 S. Clinton St., Chicago 7, Ill., offers a clear plastic package for Aico ready-cut Index Tabs. Completely transparent, the new plastic pack-



age can be conveniently reused as a desk box for storing paper clips, thumb tacks, stamps, pills and other miscellaneous items. **For More Information Circle No. 118.**

NAME-ADDRESS STAMP KIT

Douglas Homs Co., 1314 Rollins Road, Burlingame, Calif., introduces No. 1 and No. 2 name and address Stamp Pad Kits



which have separate compartments for ink pad and die-plate holder; snap-tight, stay-locked spring lid catch; metal hinge;

• FAST • ECONOMICAL
• EFFICIENT • SAFE

FOR

NEGATIVES • OFFSET PLATES
STENCILS • SKETCHES • ARTWORK
MASTERS • X-RAYS

ATLAS
VERTICAL FILING SYSTEMS

The Atlas DeLuxe Model

NOW

Available in Four Widths

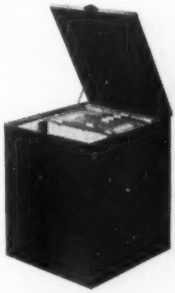
A DeLuxe—Files 600 items to 10½" wide x 22"

B DeLuxe—Files 600 items to 13" wide x 22"

E DeLuxe—Files 600 items to 17" wide x 22"

C DeLuxe—Files 600 items to 21" wide x 22" (C DeLuxe Illustrated)

All DeLuxe Models are equipped with casters.



Atlas manufactures a complete line of 11½", 14", 18" and 22" hangers for the DeLuxe Models and for larger and smaller cabinets which are also available. Hangers are manufactured in styles and sizes for all types of plates, negatives, stencils, artwork, swatches, etc. Illustrated is one of the four sizes of the Atlas Nega-Plate hanger.

Write for complete literature

ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 373

WORLD'S MOST MODERN DESK STAPLER!

THE ALL-NEW ARROW 210

DE LUXE Standard STAPLER

SAFE-FOOLPROOF-EASY-TO-OPERATE

This handsome, durably built, all-steel stapler brings you advanced features that make most other stapling machines old-fashioned —

- "Full Time" staple control
- Multiple stitch
- Wide base for balanced stapling
- Extra-large loading capacity

PLUS . . . other outstanding features

Comes in Office Decor Colors

Beige, Green and Gray **$5.95**

— or All-Chrome **$6.95.**

At Your Favorite Stationer — or Write for FREE Literature.

ARROW FASTENER COMPANY, INC.
ONE JUNIUS STREET • BROOKLYN 12, N. Y.
"Pioneers and Pacesetters for Over a Quarter Century"

For More Information Circle No. 363

CONTACT SCREENS

The Universal, a new, improved gray contact screen, shoots faster, gives more contrast if desired, and better tone values. For reproducing photos on photocopiers having a flat-bed exposure section.

Rulings: 32, 45, 55, 60, 65, 75, 85, 100, 110, 120, 133, 150, 175, 200, 250

Sizes: 8 x 10 to 23 x 29 in.

Pre-angled screens to 23 x 29 in.

Write for new literature.

CAPROCK DEVELOPMENTS

165 Broadway, N. Y. 6 **REctor 2-4028**

For More Information Circle No. 364

large ink pad and hard plastic case. Kits come with two-tone ivory cover and black base. They are suggested as advertising gifts and for self-liquidating premium use. In quantity, they can be provided with name, address and insignia molded into the lid. Individually packaged in a cardboard container, packed 12 to an outside container. No. 1 kit is $1; No. 2 is $1.50. This does not include rubber die. Die plate sizes: No. 1, 9/16" x 1-9/16"; No. 2, ¾" x 2⅛". **For More Information Circle No. 164.**

IMPRINTED TELEPHONE PADS

Raymond Packer Co., 42 Hampden St., Springfield, Mass., offers telephone pads which hold phone stationary so dialing is always accurate, and keep it where you put it without slipping or sliding. Shock-absorbing, multipreen bottom protects furniture from mars and scratches. Constructed of durable hardboard with metal

binding, pads are 9¾" x 5¾" and may be ordered with imprint of firm name or trademark for $1.65 each (individually boxed). Prices slightly higher on the west coast. Minimum order with imprint is 6 doz. When ordering, specify No. 202 and supply letterhead or copy for imprint, ready for photography. Pads are available in green or brown. **For More Information Circle No. 138.**

1

2

3

SETS UP AUTOMATICALLY
"1—2—3"
FOR IMMEDIATE USE

The UNIQUE

PAIGE MIRACLE BOX

cuts record retention costs 75% in equipment—300% in space!

The unique Paige Miracle Box has created a new system for efficient and economical record retention, utilizing full floor-to-ceiling space.

UNIQUE—because it sets up INSTANTLY and AUTOMATICALLY—no taping or stapling required.

UNIQUE—because it is the only corrugated container that is completely **double**-walled and **double**-cornered, providing amazing strength and durability.

UNIQUE—because it is **double**-floored, providing a bottom that can't "fall through."

UNIQUE—because it has a separate, telescopic cover.

UNIQUE—because it is rugged, though light in weight. Easy to lift and move by its comfortable hand-holds; even when full, can easily be carried by a girl.

Our brochure explains how the use of the unique PAIGE MIRACLE BOX has developed a new system of retaining records . . . how leading companies get maximum use of available space, highest efficiency in operations, greatest convenience for personnel. We'll be glad to send you a copy.

The PAIGE Company
95 MADISON AVE.
NEW YORK 16, N. Y.

THE PAIGE CO., 95 MADISON AVE., NEW YORK 16, N. Y.
Send your new, illustrated Miracle Box brochure.

0-11-60

NAME ..... TITLE .....
COMPANY .....
STREET .....
CITY ..... ZONE ... STATE .....

For More Information Circle No. 415

ACCO HELPS YOU DO IT FASTER!

***K**eeps papers spillproof, secure, in place. Saves re-filing. Speeds finding. Ends "missing paper" panic. **D**urable, genuine pressboard folders are trim, firm, sag-proof. Save finding time—and drawer space. **F**ast transfers—old file slides out, new fastener slides in!*

ASK FOR ACCO's new booklet "Ideas That Save Time and Space" —available free at office outfitters.

Or write: ACCO PRODUCTS,
A Division of Natser Corporation, Ogdensburg, N.Y. - In Canada: Acco Canadian Co., Ltd., Toronto

ACCOBIND®
GENUINE PRESSBOARD FOLDERS

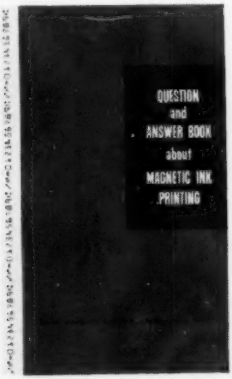
For More Information Circle No. 246

® REGD. T.M.

Literature from the Manufacturers

MAGNETIC BANK FORMS

Moore Business Forms, Inc., Niagara Falls, N. Y., offers a "Question and Answer Book About Magnetic Ink Printing," published on behalf of the banking



industry. This simplified approach answers the many questions that have been raised about this bank forms processing method. For the booklet, **Circle No. 179.**

MICROREPRODUCTION

Minnesota Mining & Mfg. Co., Dept. SO-372, 900 Bush Ave., St. Paul 6, Minn., offers a six-page folder discussing the new standards and specifications of the Defense Department's engineering data microreproduction system. Based on speeches by Department of Defense spokesmen before the 1960 convention of National Microfilm Assn., the folder explains the program in simple, concise terms. Since the system is based on the use of aperture cards as the standard medium for exchanging engineering data, an explanation of these cards is given along with illustrations. For the folder, **Circle No. 152.**

CARBON COPY COSTS

Port Huron Sulphite & Paper Co., Port Huron, Mich., offers a carbon cost comparison brochure entitled, "How much do your carbon copies really cost?" This is a hand guide for making comparisons of time and material cost between loose carban papers and second sheets, and Huron Copysette manifold carbon paper sets. The company feels that it will be of utility to office managers, purchasing agents and other personnel concerned with the purchase and use of carbon papers for typewritten copies. Included in the piece are cost charts and directions for computing comparisons based upon individual usage. For a copy, **Circle No. 172.**

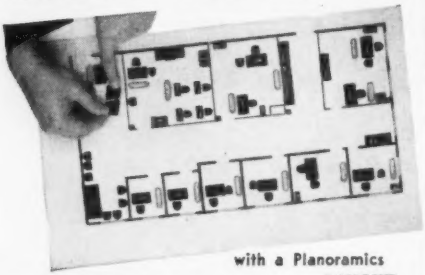
CONTROL PANELS

Mac Panel Co., Box 5227, High Point, N. C., offers a booklet, "All Panels Are Not the Same," to assist management achieve effective and economical operations through a better understanding of machine control panels. The booklet answers three questions about panels for data processing machines: How well will they work? How long will they last? How soon can I get them? For the booklet, **Circle No. 197.**

SHIPPING LABELS

Pee Cee Tape & Label Co., 521 North La Brea Ave., Los Angeles 36, Calif., offers a brochure illustrating many pres-

SAVE YOUR SPACE



with a Planoramics

FLOOR PLAN LAYOUT KIT

adaptable to areas of any size and shape.

- **NEW** revolutionary kits scaled 1/4" or 1/8" to ft.
- **SELF-ADHERING** plastic templates can be used indefinitely!
- **SAVES** time and money.

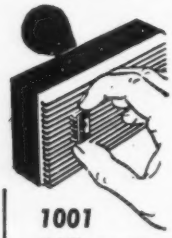
Nothing to wear out. Nothing to replace.

For descriptive catalog, FREE sample and simple directions, write . . .

PLANORAMICS 631A East 1st St BOSTON 27, MASS.

For More Information Circle No. 402

Print Anything You Want In Seconds...



1001 Different Uses

Now you can print anything you wish quickly and easily with this completely new printing outfit. Sensational "BASE LOCK" sets have complete alphabet of rubber letters and numerals which set FLAT and TIGHT in rubber tongue and groove holder to give clean, sharp impressions every time. Used by leading firms all over the country. Now for the first time available to you at this moderate price.

$3.95 POSTPAID No C.O.D.

Introductory set contains all of the following:

- **More than 250 letters and numbers**
- **Type tweezers**
- **Stamp pad**
- **3-line holder**

and FREE, one extra holder. Order now!

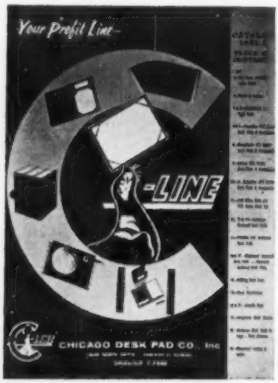
PATERSON STAMP WORKS
P. O. BOX 2714 PATERSON, N. J.

For More Information Circle No. 403

sure sensitive labels and tapes for use by shipping and receiving departments. Colorful labels indicate This Side Up, Do Not Fold, Flammable, ICC Caution, etc. There are seven different styles of "Fragile" labels and many others. For samples and the brochure, **Circle No. 183.**

OFFICE ACCESSORIES

Chicago Desk Pad Co., 4640 North Oketo, Chicago 31, Ill., offers two fully illustrated catalogs. The 24-page Catalog 1961-B shows a complete selection of desk pads and desk accessories. Among the items featured are the 286 Futura Series pads and accessories in top grain



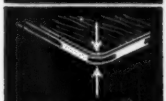
cowhide with stainless steel trim, the 218 office desk set, and the 219 home desk set; folding desk pads, doodle pads, work distributors, telephone book covers, linoleum desk tops, custom shaped desk pads. Catalog 1961-C is devoted to chair cushions, posture chair covers and typewriter pads. Reversible, knife-edge, open bottom and special summer styles are offered in a variety of colors and choice of core materials. For catalogs, **Circle No. 187.**

COMPUTER

Bendix Computer Div., 5630 Arbor Vitae St., Los Angeles 45, Calif., has issued a four-page Bulletin SB 0860 describing how a Bendix G-15 digital com-

Easy to Clean

Gleams when cleaned with damp cloth. Resists alcohol, cigarette burns, etc.



Extra Thick

Heavy lamination of wood-grain plastic over 5/16" Presdwood. Won't slip, won't creep.

Tough

Chairs glide smoothly over the mar-resistant surface. Not slippery. Chip resistant.

MASO
Established 1933

MASO CHAIR MAT

The only mat that looks as beautiful as a desk top . . . and it's REVERSIBLE!

Made of lustrous wood-grain plastic, this amazing mat is stain, burn and chip resistant. Extra heavy. Easy to clean. Blends with modern and traditional interiors. Four authentic wood-grains in newest decorator colors: Walnut, Desert Tan, Mist Green, Driftwood Gray. Choice of sizes. Large executive model, 48" x 54". REVERSIBLE; wood-grained plastic finish both sides. Extremely long wearing; low cost. Send for literature TODAY.

SEND COUPON TODAY

MASO

Interstate Metal Products Co., Inc.
(Office Equipment Division)
666 Lake Shore Drive, Chicago 11, Ill.

Please send me FREE literature and more information about Executive plastic chair mats.

NAME .....

TITLE .....

COMPANY .....

ADDRESS .....
(city) (zone) (state)

For More Information Circle No. 306

SMEAD

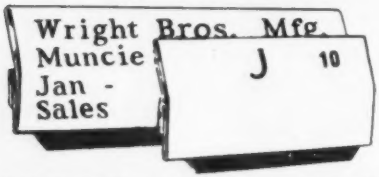
FLEX-I-VISION

Hanging Folders

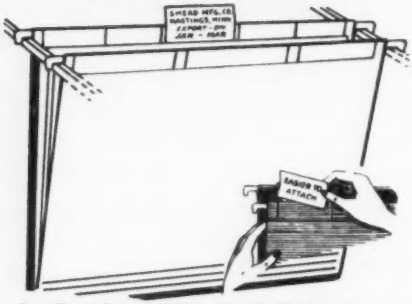
GIVE YOU

1. LONGER WEAR
   All Metal Tabs
2. GREATER VISIBILITY
   Full 1" Exposure
3. SPEEDIER ATTACHMENT
   And They Stay Put
4. A FOUR WAY FOLDER
   Front or Back Tabbing in 1/3 or 1/5 positions

THE DIFFERENCE IS IN THE TAB



AND THE VERSATILITY OF THE FOLDER



See Your Smead Office Supply Dealer . . . or write for free literature.

Smead MANUFACTURING COMPANY

HASTINGS, MINNESOTA

For More Information Circle No. 399

puter is demonstrating its versatility at two plants of a small Michigan refinery. Applications described in the bulletin include computation of material balances; forecasting alkylation, polymerization, and outside butane requirements; analysis of heat-exchanger performance, and gasoline blending. Entitled "How Digital Computer Works for Aurora," it is available free. **Circle No. 188.**

DICTATION IDEAS

Stenocord of America, Inc., 29 Broadway, New York 6, N. Y., offers a 24-page booklet, "How To Be A Dictator." Written in humorous vein, it contains many down-to-earth hints and ideas on improving efficiency and lowering costs through proper dictating habits. Planned as an aid to users of all dictating machines, the booklet presents many pages of pleasant and profitable reading. For a copy, **Circle No. 178.**

IDP SYSTEMS

Friden, Inc., San Leandro, Calif., has released "Friden IDP Products in Action," a 28-page booklet covering over a dozen major data processing systems which are controlled automatically by Friden machines. Step-by-step illustrations and concise explanations of such diversified applications as letterwriting, purchasing, manufacturing control and bank check coding convey the overall flexibility of the equip-

a giant of a performer

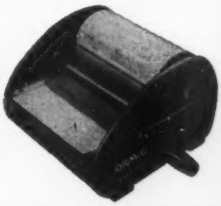
at a midget price!

An ideal portable spirit duplicator, the **PICCOLO**...made by **ORMIG.** Its advanced design gives you all the advantages of large, expensive models at a down to earth price. The perfect duplicator for any small business firm, hotel, motel, restaurant, school or club.

sensibly priced at

$79.50

plus federal excise tax



With this rugged, compact machine you'll make copies of anything typed, handwritten or drawn up to 9″ x 13″ in size, (in 5 colors if you choose) on any type of paper from tissue to card stock.

Write us for dealer nearest you. DEALERS: The PICCOLO is available to you in almost every city in the U. S. on a non-exclusive basis.

For More Information
Circle No. 305

COPY-CRAFT, INC., Dept. 110. 105 Chambers St., New York 7, N. Y. • BA 7-4150

CARBON PAPER & RIBBONS • DUPLICATING, PHOTOCOPYING & SYSTEMS MACHINES & SUPPLIES

BEVCO Coat & Hat Racks
Mirror-like Chrome 1" tubular steel.
Row of Hooks 2-6' lengths.

$10.95
36" Single Shelf

Attach on standard 16" stud centers. Single, Double, Triple shelves. 2—6' lengths. Hangers.

Sturdy Chrome Stand for Floor Models

BEVCO-Precision Mfg. Co.
831 Chicago Ave., Evanston, Illinois

For More Information Circle No. 404

I DON'T SMUDGE!

My name is FOTOCOPY. I am a desk pen for use with Thermo-Fax and other copying machines. Users praise me for my fine writing and copying qualities. My price —$3.25 dozen—much less in quantity.

Ink colors—Black, Red, Blue, Green. WE PAY POSTAGE. Above is your NET DELIVERED COST. 10 day money back guarantee.

GARDNER STAMP COMPANY
166 South Washington St., Wilkes-Barre, Pa.
For More Information Circle No. 405

Lumi-plug® Pegs

choice of colors for:
DISPLAYS
CONTROL BOARDS
MARKET MAPS
SIGNS
Write for FREE folder, samples
THE *Lumi-plug* COMPANY
15 W. 44th Street, New York 36, N.Y.

For More Information Circle No. 406

"How to Buy Business Forms"
By RAY MARIEN, Forms & Procedures Manager, Olin Mathieson Chemical Corp., New York
An informative, 12-page illustrated reprint. While they last—50c a copy postpaid. Office Publications, Inc., 232 Madison Ave., New York 16, N.Y.

ment. Most Friden tape-operated machines are presented: Flexowriter for document writing, Computyper for invoicing, Teledata for code transmission, Collectadata for collecting work data, and Selectadata auxiliary unit for data selection-readout. The building-block concept is also indicated, whereby auxiliary input-output units may be connected to a Flexowriter to provide varying degrees of automation as the system demands. Auxiliary units include tape, edge card and tab card readers; tape and edge card punches; tab card punch control; and Selectadata readers. How all hookups are integrated with allied equipment and their functions is illustrated. For the booklet, **Circle No. 189.**

FILING ACCESSORIES

Office Products Inc., Box 6677, Detroit 40, Mich., has released a 16-page catalog, "OPI, the Most Complete Line for Labeling, Filing and Indexing," printed in color, punched for dealer catalogs, with a varnished cover for looks and durability. It is completely detailed, showing each item separately. Descriptive uses are shown for each product. Products are indexed on both front and back covers with actual drawing of the product. Also shown in pictures and charts are sizes, model numbers and how items are packaged. For a copy, **Circle No. 154.**

TEXT, COVER PAPERS

Wausau Paper Mills Co., Brokaw, Wis., has published a completely revised sample booklet on the full line of Wausau text

STATIKIL®
GUARANTEED TO
STOP
STATIC
ELECTRICITY
$3 PER CAN $30 PER DOZ.

STATIKIL INC.
1220 W. 6th ST. . CLEVELAND 13, OHIO

For More Information Circle No. 407

Like Standing on a Cloud

HYGIENIC
Foot Comfort
MATS and RUNNERS

Fatigue caused by standing on hard floors is eliminated when Hygienic Foot Comfort Mats are used. They offer restful, relaxing support to those who must work standing — quickly pay for themselves with increased efficiency. Available in 8 decorator colors with all edges beveled for safety and appearance.

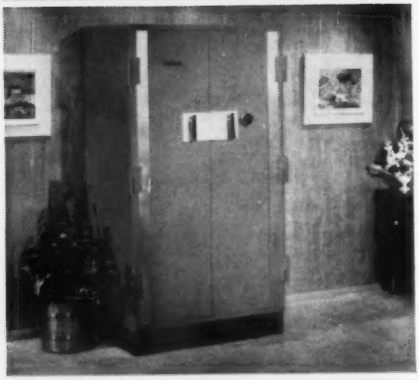
HERE'S THE SECRET . . .
A beautiful rubber tile flooring bonded to a sponge rubber base provides proper support without being "mushy."

See your OFFICE SUPPLY DEALER
or write to: Flooring Division, Dept. E

THE HYGIENIC DENTAL MANUFACTURING CO.
AKRON 10, OHIO, U.S.A.

For More Information Circle No. 240

WHEN IS A SAFE AN *incinerator?*



If your safe doesn't carry the Underwriters' Laboratories label the chances are it will incinerate its contents if a fire comes. That old safe of yours that looks so rugged and reliable—really, you shouldn't entrust your vital papers to it. Remember—43 out of 100 firms losing their vital records in a fire never reopen. Play safe—get a Meilink A label safe. There is no safer safe in the whole wide world. See your Meilink dealer or write for folder to Meilink Steel Safe Company, Toledo 6, Ohio.

with MEILINK SINCE 1902 *it's for keeps*

Most complete line of safes and insulated products

Meilink Steel Safe Co.
1672 Oakwood Ave., Toledo 6, Ohio

Please send me your folders on Meilink safes and Hercules insulated steel files.

*Name*_____

*Company*_____

*Street*_____ *Zone*_____

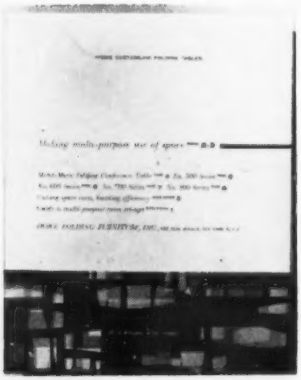
*City*_____ *State*_____

For More Information Circle No. 400

and cover papers. It includes samples of whites and many colors in wove, laid and special finishes that make up the line. Printers, advertising people and others interested in the creative application of quality text papers to promotional achievements will find this booklet helpful and informative in the creation of annual reports, sales brochures, catalogs, direct mail folders, year books, announcements, greeting cards and many other printed materials. For a free copy, **Circle No. 176.**

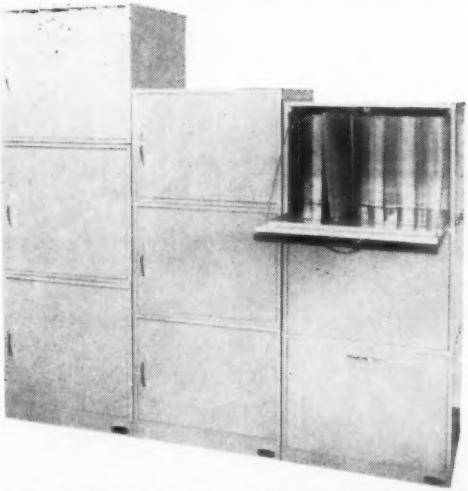
FOLDING TABLES

Howe Folding Furniture, Inc., 1 Park Ave., New York 16, N. Y., shows how to make one room do the work of many with the aid of folding tables in a ten-page, illustrated guide, "Making Multipurpose Use of Space," to help business firms meet the continually rising cost of commercial floor areas. Some of the multipurpose room arrangements possible with

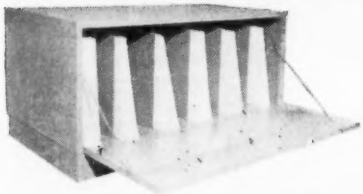


a partitioned area only 18 x 30 ft. and ten CustomLine Folding Tables are illustrated. One arrangement shows how as many as 50 people can be comfortably accommodated in this area. Howe has designed its CustomLine No. 500 Series folding tables along contemporary lines, eliminating the "institutional" look. Durability to withstand hard usage has been retained by constructing the tables with marproof plastic laminate tops and edges, and steel legs and understructures. The catalog in-

Eliminate Costly Plate Damage with a Colight Filing System for



PLATES, NEGATIVES AND ARTWORK



Cabinets are designed for four-high stacking. Enlarge your files as your business grows. Each cabinet holds 300-400 complete job files. Cabinets are available in four sizes from 36"x19" to 27"x26"x23½".

Every time you lose or damage a plate, negative, or artwork, you lose money! Stop this loss with a Colight filing system. The safest, easiest, *most economical* method for storing the entire job in one place. Gray crinkle cabinets are attractive in any office. Specially imprinted heavy Kraft envelopes provide complete job-file protection. No hooks, clamps, or clips!

FREE LITERATURE

Please send me a complete catalog on Colight equipment for the Offset plant.

Name.....

City.....Zone.....State.....

COLWELL LITHO PRODUCTS, INC. 316 Chicago Ave., Minneapolis, Minn. Dept. C-3

For More Information Circle No. 304

THE PREMIER ∴

REAM CUTTER

NOW! a professional paper cutter even the smallest office can afford

Precision engineered to give years of dependable service

Complete machine manufactured in U.S.A.

$249.95

LESS STAND

Optional equipment: Sturdy stand attractively finished in gray wrinkle **$29.95**

A Necessity for Industries, Banks, Insurance, and all businesses with duplicating departments . . . Printers, Letter Shops, Stationers, Schools

Precision cutting!
Cutting blade runs on precision bearings. Hard maple table on steel frame. Cutting gauge graduated in 1/16" increments for complete, accurate cutting.

Easy to use!
Advanced mechanical leverage system cuts any printing stock 18" wide x 2" thick. Fast-setting back stop controlled automatically by rotary handle.

Safer than scissors!
Safety knob must be released before blade is lowered. Any employee, male or female, can operate the Premier Ream Cutter in complete safety.

- Priced far *less* than *smaller* competitive models!
- So safe, so easy, anyone can cut paper to your needs
- Cutting blade of finest air-hardened tool steel

SPECIFICATIONS

Cutting width.....18"
Cutting capacity (thickness).....2"
Overall size.....26" x 26"
Net weight.....102 pounds

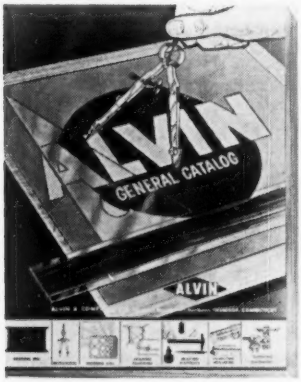
MARTIN-YALE, INC., 2100 W. Fulton St., Chicago 12, Ill.

For More Information Circle No. 200

cludes information on the Howe Mobil-Matic folding conference table made in three shapes to seat up to 14 people. For a copy, **Circle No. 190.**

DRAWING, MEASURING INSTRUMENTS

Alvin & Co., Windsor, Conn., has released a 124-page catalog of drawing and measuring instruments and equipment. The catalog contains hundreds of new items. Included are drawing sets and instruments, designing aids (templates for



architectural, electronic, tool design, and other fields), drafting materials, computing and measuring devices, magnifiers, surveying instruments and other miscellaneous items used in the drawing, drafting, engineering and graphic arts field. Each item is illustrated and described. For the catalog, **Circle No. 153.**

PROTECTION HANDBOOK

Detex Watchclock Corp., 76 Varick St., New York 13, N. Y., offers a pocket-size handbook as a guide for persons responsible for the protection of premises. Subjects include: how to determine the need for guards; selecting guards, uniforms, equipment and appearance; guard's route; what guards should know; reporting for duty, first round, last round; gate guards, first aid; intruders; sprinklers; report writing, etc. For this free handbook, **Circle No. 198.**

another FIRST with FASTER SERVICE for YOU, the dealer...

ROGERSNAP RUSH-UP 24 HOUR QUOTE SERVICE

...on custom snap forms!

You no longer need be confused by complex ORDER FORMS, PRICE SHEETS and QUOTATION RESPONSIBILITIES—plus the LONG WAIT for confirmation!

ROGERSNAP now services dealers with NEW EXCLUSIVE "RUSH-UP 24-HOUR QUOTE SERVICE" . . . and we pay the AIR POSTAGE both ways! Write NOW for your special RUSH-UP kit and stickers.

If you aren't already a ROGERSNAP representative, ask for our dealer plan on how YOU can make more money easier with FASTER service to your customers.

ROGERSNAP BUSINESS FORMS

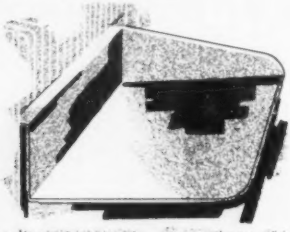
P. O. BOX 10425 DALLAS 7, TEXAS

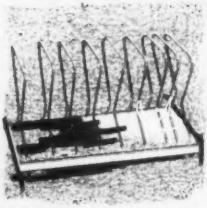
For More Information Circle No. 374

Stay ahead...

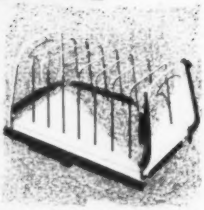
WITH Sengbusch® OFFICE AIDS!

FILE-A-SIST. Hooks securely on either side of file drawer. Holds letters, legal papers, invoices and checks in neatest order. Protects papers.





Adapto-Rack. Unique feature assures complete versatility. In many widths.



Cata-Rack. Increases efficiency, improves office appearance. All steel.

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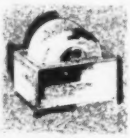

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Flexible Steel Kleradesk — Model D

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Milwaukee, Wisconsin

For More Information Circle No. 412

This Office Has All Its Records On Microfilm

MICROFILMING techniques promote space and time-saving at Movielab Film Laboratories, Inc., New York. In an industry plagued by paperwork, where records can never be pronounced "dead," management has created a dynamic records center with fast, easy access, complete documentation and concentrated storage.

The company operates a complete motion picture and television film processing laboratory, developing and printing 16mm and 35mm black-and-white motion picture and television film. A wholly-owned subsidiary, Movielab Color Corp., develops and prints 35mm and 16mm color films. Another subsidiary, Movielab Theater Service, Inc., rents cutting and editing rooms, film and tape storage vaults, and a theater for viewing films. Recently the company began adapting its mechanized equipment to process 8mm film for professional, home movies and educational use.

Successfully operating in a highly competitive field, management at Movielab, headed by president and board chairman Saul Jeffee, has continuously sought ways to cut the paperwork barrier that arises from handling multiple

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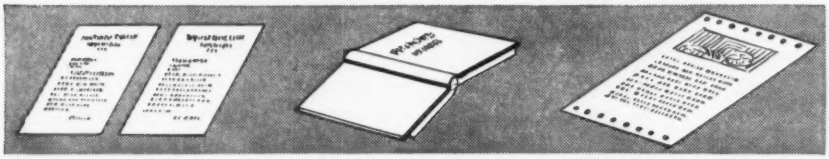

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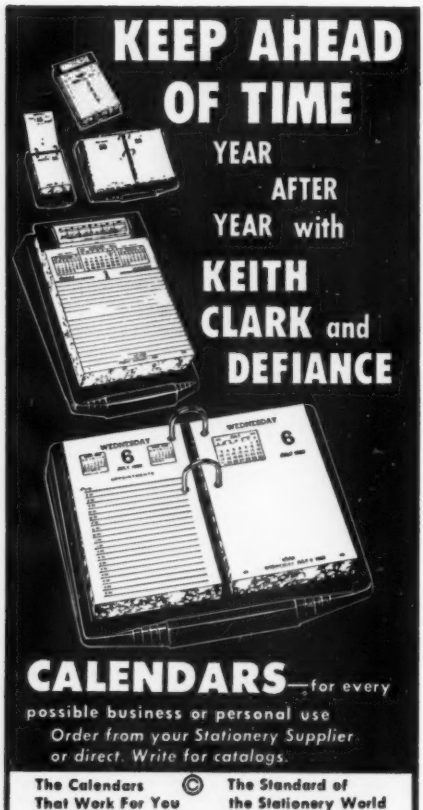

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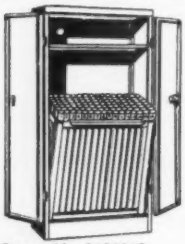

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MAP FILE
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STURDY METAL CABINET map file, has 112 tilting tubes. Easy to file and find maps, tracings, blue prints to 60".

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For More Information Circle No. 464

prints and nationwide distribution of processed film. Compromising on facts and figures or arbitrary destruction of records were not the answer.

At all times, complete detailed data are required. For example, 1000 television commercials are sent to 500 different destinations throughout the country. At any moment, any one of a number of customers may call Movielab to discover the disposition of a particular print being shipped to him or to verify an invoice from months back. Often, he will want the answer while he is still on the phone.

To provide this kind of service and make sure that good customer relations prevailed, Movielab management set up a self-contained, compact, high-speed microfilming records center using equipment developed by Documat, Inc., of Belmont, Mass. With a Documat High-Speed Microfilm Camera and Reader, the company microfilms approximately 75,000 to 100,000 invoices per year, along with over 100,000 work orders, accounts receivable, ledger cards, payroll timecards and cancelled checks. By this comprehensive microfilming, not only are all records available immediately, but the company enjoys another protected source of accounts receivable in case of fire, theft or damage. Microfilmed records are compactly housed in one central area, filed under an alphabetical, chronological, and numerical index. Each can of film is also identified by a roll number. As a further convenience to fast location, records are filmed in a "gang", or consecutive, process.

When a particular record is requested, a clerk in the records center

For More Information Circle No. 393→

Our Golden Rule

"...unmeasured service to a distinguished list of customers."

We are proud that the superior quality of our products has earned us the friendship of so many fine firms, and we take extra pride in meeting their special requirements with care and promptness.

We at Colonial will be happy to discuss *your* special requirements ... may we hear from you?

Specialists in the manufacture of spirit master units, spirit carbon, hand cleansers and fluids.

Colonial Carbon Company SKOKIE, ILLINOIS

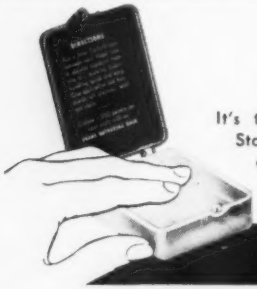
Serving the wholesale trade exclusively

Movielab, Inc., New York, films all of its records with a Documat microfilm camera.

simply draws out the appropriate roll from a file, places it in the reader, and in seconds has transcribed the desired information. The customer has his answer while on the phone.

Previously, the records were stored in transfer cases and retained five or six years. This required up to 750 sq. ft. for storage space and the terminal year was determined more by the space available than by the value of the records. Searching and retrieval were cumbersome, time-consuming tasks because it was impossible to locate the storage area where it would be immediately accessible to all users.

Movielab is currently planning additional electronic control centers for film printing machines, designed by the company and operated by punched tape. Microfilming too will play a role in the company's automated accounting program, when the company starts filming its punched cards. As the film business goes from expansion to expansion, Movielab is confident that its advanced systems and methods will keep it in the front ranks of its industry.



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It's the modern fingertip moistener that speeds up paper handling. Stainless — odorless — greaseless . . . it makes messy sponges and clumsy finger guards obsolete. One application lasts hundreds of sheets. Try it today! Send $6.00 for a dozen boxes or get two trial boxes for $1.00. See your dealer or write:

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P. O. Box 8128, Richmond, Virginia

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Model 41 — 3 Movement Numbering Machine

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BRANCH—105 W. MADISON ST., CHICAGO 2, ILL.

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THE "KOH-I-BALL"
. . . the New Double-Ended Ball-Point Pencil

- **writes RED**
- **writes BLUE**

another Koh-I-Noor exclusive . . . the only two-in-one ball point pencil of its kind on the market.

- ***polished brass nose-pieces***
- ***light wooden barrel***
- ***full-length red & blue ball-point inserts (easily replaced with available refills)***

Packed either 12 Koh-I-Balls on a display card or in a dozen box.

Retail price 49c

trade and quantity discounts available.

Koh-I-Noor Pencil Co.
Bloomsbury 10, New Jersey

For More Information Circle No. 472

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For More Information Circle No. 474

News of the Office

AMA Vice President

Stevens L. Shea

American Management Assn. named Stevens L. Shea as vice president of its Administrative Services Div. Mr. Shea is vice president-data processing, American Insurance Co., Newark, N. J. Appointment of seven new members to the Planning Council of the division was announced by Lawrence A. Appley, AMA president: Alfred J. Apgar, manager, methods and data processing, Clark Equipment Co., Buchanan, Mich.; Martin J. Crean, director of data processing, Sperry Gyroscope Co., Great Neck, N. Y.; Howard Ellis, senior consultant, engineering department, E. I. du Pont de Nemours & Co., Wilmington, Dela.; Lionel E. Griffith, assistant controller, International Latex Corp., Dover, Dela.; L. R. Hague, director, headquarters business systems, Westinghouse Electric Corp., Pittsburgh; Leonard T. Thomasma, director for bank automation planning, Todd Co. Div., Burroughs Corp., Rochester, N. Y.; Robert H. Howe, director of administration, data processing division, International Business Machines Corp., White Plains, N. Y.

New York Records Storage

Acquisition of Commercial Archives, the New York business records center, by Santini Brothers, Inc., was announced by Godfrey F. Santini Jr., executive vice president. It will continue to operate under the direction of Herbert S. Bernstein as the Commercial Archives Div. of Santini, offering modern records storage with efficient document retrieval to business.

Japanese Voice Typewriter

Developed by scientists at Kyoto University, a voice typewriter was recently shown to members of the World Acoustic Society visiting Japan. Utilizing 3000 transistors and 6000 diodes, the machine is said to be capable of writing words in combinations of consonants and vowels as well as in more than 100 monosyllables, and converting spoken Japanese words provided each is clearly pronounced. The machine, which cost more than $30,000 to build, is an improved version of a vacuum tube typewriter developed last year for reproducing spoken words in Romanized Japanese.

LOMA Seeks Scanning Method

Life Office Management Assn. asked member companies to design premium billing forms for processing by a standardized optical scanner which would read a minimum of 3½″ of numeric data per line (ten characters to the inch), read a maximum of two lines preferably in one pass, identify or select rejected unread documents, and have punched card output. LOMA wants companies to standardize their requirements so that costs can be kept down.

Typing Contest

Over 4000 prizes, including an all-expense paid trip to Sweden, will be competed for by an estimated 150,000 typing students in the 2nd Facit Accuracy Contest in Typing, according to Karl Siewert,

This Erase-O-Matic magnetic dictation belt can be re-used literally hundreds of times. Offers you tremendous savings compared to ordinary grooved belts and discs, which can be used only once. Perfect dictation and transcription every time. For a demonstration, see the Yellow Pages under "dictating machines, Comptometer," or write Comptometer, Dept. O-11, 5600 Jarvis Avenue, Chicago 48, Illinois.

COMPTOMETER
CORPORATION
BUSINESS MACHINES • BUSINESS FORMS • GOLF EQUIPMENT
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For More Information Circle No. 302

This dictation belt...

pays for any
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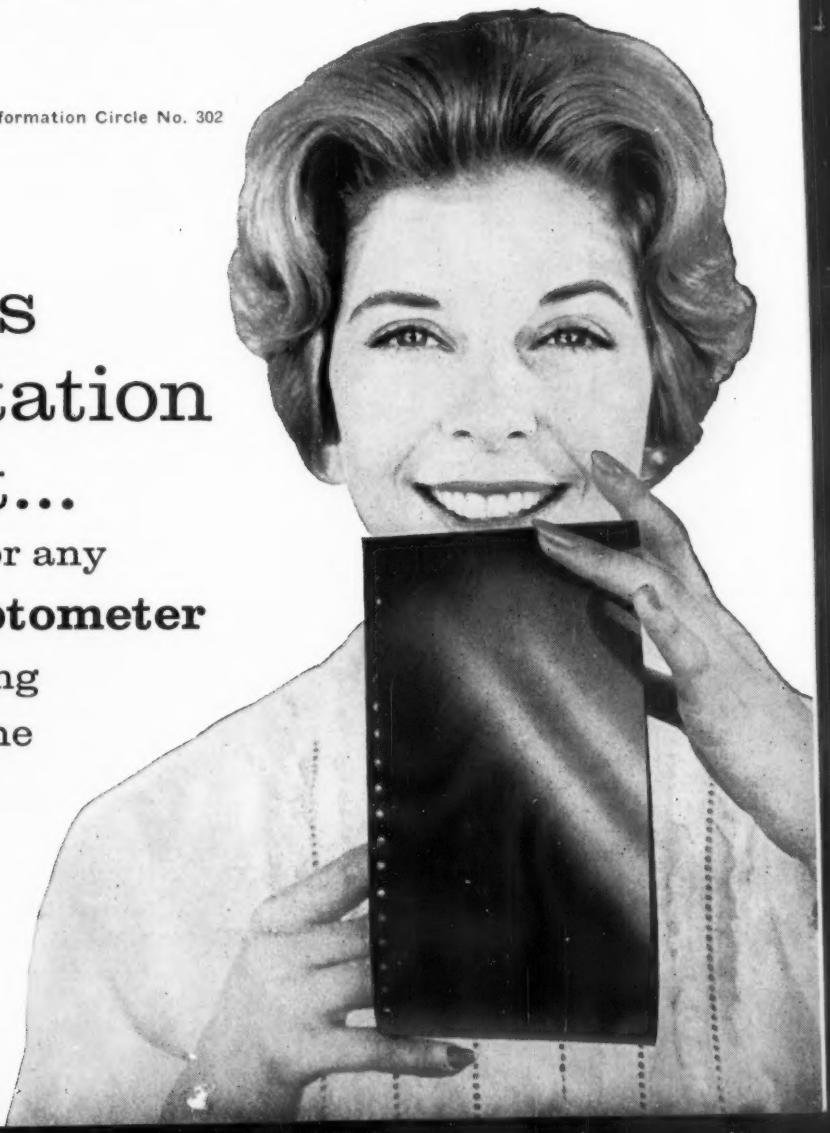

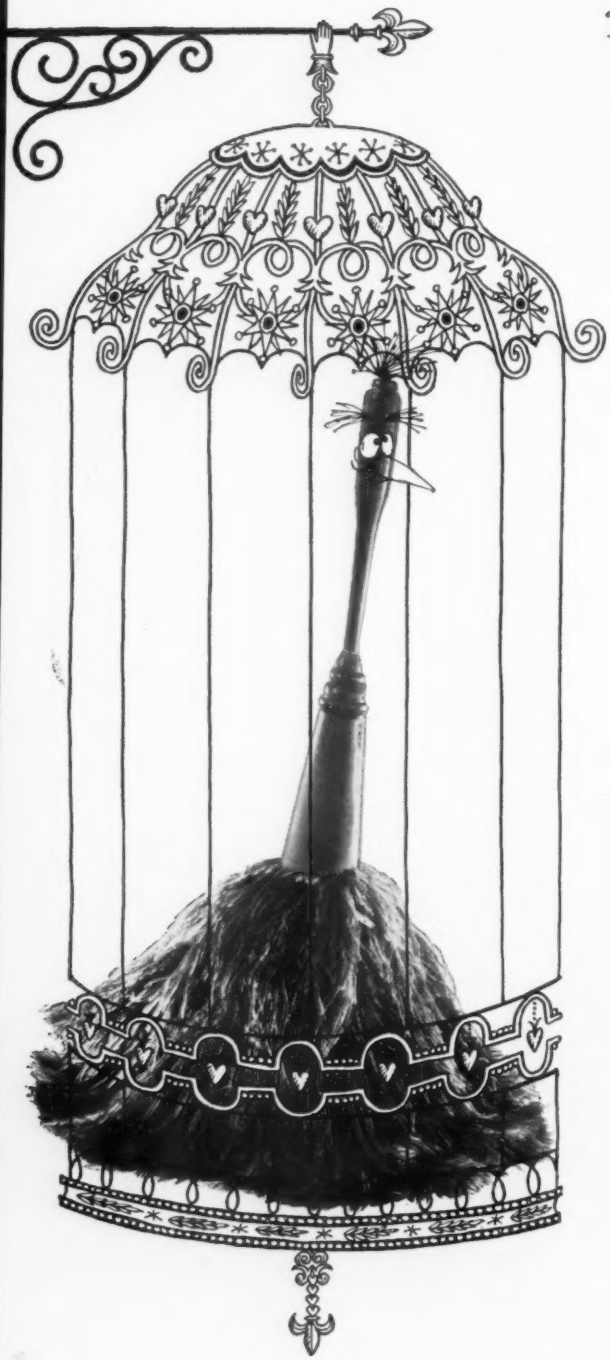

The last of the long-necked

DUST FLICKERS

Say farewell to old fuss-and-feathers–he'll soon be as extinct as the Dodo. For now there's a better way to dust. Cleaner, quicker, healthier.

It's new "SCOTCH" BRAND Dusting Fabric, the duster that *won't* scatter dust around!

This soft, scratch-free fabric catches up dust and holds it in thousands of tiny trap-like pores. Leaves no lint, no oily film.

Thrifty 30 yard roll gives you 60 generous dusters. Ask the boss to order "SCOTCH" BRAND Dusting Fabric today from your "SCOTCH" BRAND Tape supplier. Try it—and you'll never dust the old-fashioned way again!

"SCOTCH" IS A REGISTERED TRADEMARK OF 3M CO.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

...WHERE RESEARCH IS THE KEY TO TOMORROW

For More Information Circle No. 201

president of Facit, Inc. For details about the contest, which ends in April, write Facit, Inc., Educational Dept., 404 Park Ave. S., New York 16.

1996 Have Passed CPS Test

Prof. George A. Wagoner of the University of Tennessee, Knoxville, was reelected Dean of the Institute for Certifying Secretaries, a department of National Secretaries Assn. Over the past ten years, 1996 persons have passed all six sections of the 12-hour, two-day CPS examination, of whom 285 were certified this year. The exam is open to all qualified secretaries, 25 years or older, men and women, members or nonmembers of the NSA. Details from the Institute for Certifying Secretaries, 1103 Grand Ave., Kansas City 6, Mo. Dec. 1 is the deadline for applying to take the next examination May 5-6, 1961.

Translating by Photography

Photography is the key to success of the Air Force's new translating machine that changes Russian to English at 40 words per minute. Eastman Kodak Co. coats special glass disks, the heart of the translating machine, with high-resolution photographic emulsion. Previous translating machines have usually been modified computers. Their Russian-English vocabularies were stored on magnetic tape or punched cards. This limited both the size of the vocabulary that could be stored and the speed with which it could be searched. Through photography, an entire 55,000 word vocabulary is stored in a ⅜″ channel printed on a 10″ disk. The channel is scanned vertically and horizontally until machine matches a Russian word — fed in with punched tape — to its English equivalent, which is then printed automatically on a typewriter. Modifications of the machine will enable it to translate more than 2400 Russian words per minute with greater precision and better grammar than it does now. At present the English translation emerges in a rough but meaningful form for refinement by human translators. When more of the capacity of the photographic disk is used, it will store about 500,000 Russian words and idioms on a single surface, printed in a line code of bars and spaces.

Dictating Equipment Standard

Features essential for effective use of office-type dictating equipment are covered in the new American Standard Minimum Requirements for Office-Type Dictating Equipment, X2.5.20-1960, approved and published by the American Standards Assn. from which copies are available at 35c each. ASA is at 10 East 40th St., New York 16.

Secretary Defies Strikers

When Mrs. Sumner, a secretary at General Electric's Burlington, Vt., plant, ignored strike pickets and calmly went to work, she was treated to a round of abuse in the form of jeers and catcalls by angry demonstrators. The picket line she crossed was headed by Bernard L. Sumner, president of striking Local 248 of the International Union of Electrical Workers — the lady's husband.

Dause L. Bibby (left), and ABC president Oliver Treyz discuss how Univac's Uniservo I will handle data Election Night for the network's news coverage. Mr. Bibby is president, Remington Rand Div., Sperry Rand Corp.

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TIE LETTERS, PARCEL POST, CHECKS, BOXES, CIRCULARS, LABELS, PRINTED MATTER AND THOUSANDS OF OTHER ITEMS *10 TIMES FASTER* *with an*

AUTOMATIC PAK-TYER

Easy to operate and maintain. This speedy **ALL-PURPOSE** tying machine is designed to tie any size or shape package tight without adjustments. The knot is slip proof. Saves time and twine. Several models to choose from.

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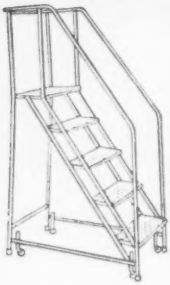

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For Filing Rooms, Stock Rooms, Vaults

Strong—Easy to Move, Easy to Climb.

Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 13 heights — 4 widths. Send for Circular 56-O and prices.

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For More Information Circle No. 343

Nationwide Mutual's NCR 304

Nationwide Mutual Insurance Co., Columbus, Ohio, will install an NCR 304 computer system in January and will be in full-scale operation next spring. It will analyze statistics from Nationwide's 15 regional offices representing data from more than 2 million individual policies. Howard Hutchinson, vice president-operations for Nationwide Mutual, said the decision to install the new data processing system followed an 18-month study. The National 304 is made by National Cash Register Co.

Personnel Film

A 22-minute motion picture for management, supervisory and sales training is available from Roundtable Products, 8737 Wilshire Blvd., Beverly Hills, Calif. Titled "The Engineering of Agreement," this film dramatizes and analyzes the process of interpersonnel communications and suggests effective ways to overcome barriers to agreement.

Sensational New Discovery!

NO MORE MESSY ERASING OF TYPING ERRORS!

New KO-REC-TYPE

Corrects errors in a second. No smeared erasures.

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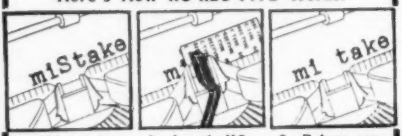

1. Place carriage on exact position of mistake.
2. Insert KO-REC-TYPE and retype the same key.
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Electronics Manufacturer's Production-Inventory System

FANON ELECTRONICS, INC., Newark, N. J., used to have a production and inventory control system based on straight duplication and transcription of variable data by hand. Recently, to increase the effectiveness of its inventory control, facilitate purchasing without handwritten memos, and mechanically produce all records for these operations, the company decided

A file clerk's fancy always turns to thoughts of PENDAFLEX®!

And why not? Oxford Pendaflex hanging, sliding folders create a year 'round love affair in any office. The boss loves the accuracy of exclusive Pendaflex "Keyboard" selection. Office managers pledge eternal devotion to the timesaving efficiency of those fast-sliding folders. And, of course, file clerks are rapturous about the ease of Pendaflex finger-tip control of **all** file drawers.

Courting greater efficiency for **your** office? See your franchised Pendaflex dealer or mail the coupon for full details plus free File Analysis and complete Oxford Catalog.

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For More Information Circle No. 443

At Fanon Electronics, Inc., Newark, N. J., all forms needed to control production and inventory, and provide records of operations, are created on an Ormig Selective Spirit Duplicator after one writing of an original master.

to combine paperwork preparation in one mechanized station.

To get a true picture of inventory and purchasing, records were to be based on actual production in the plant. Fanon's management saw the way to better controls not in the creation of additional records, but rather in a system to create records automatically and at one place. To implement this, Fanon installed an Ormig Selective Spirit Duplicator (distributed by Copy-Craft,

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- FACSIMILE MASTER PREPARATION,
- AUTOMATIC TYPEWRITERS,
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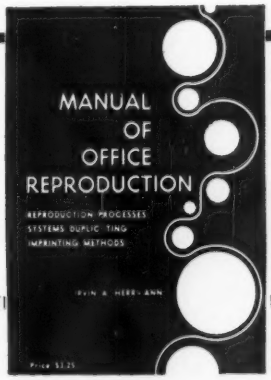

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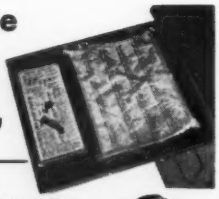

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Be rid of dirty, taped and torn sheets on your desk shelf! The new heavy gauge plastic Viso-Deskplate keeps calendars, schedules, phone lists neat and clean.

Crystal clear—smooth to write on—unbreakable. Dirt or ink spots easily wiped off. Self-sealing hinge—just lift front edge to change material. Standard size 12½" x 15"—special sizes on request.

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For More Information Circle No. 467

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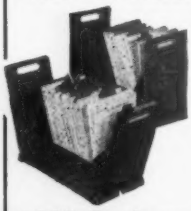

1300 Package Consists of:

1 No. 1313 FIREPROOF CHEST with 1⅝" U.L. Approved Insulation.

2 No. 5585 POSTING TRAYS for sheet size 5½" wide x 8½" high. Capacity 2000 Sheets per tray.

2 Sets 25 DIVISION CELLULOID TABBED INDEX

Simplified credit system available. Write for complete information.

EVERSAFE CO. Div. Schwab Safe Co. Lafayette, Indiana

For More Information Circle No. 468

Now secretaries can rest easier when they make an occasional error—with SNOPAKE on the job. It's a marvelous new white opaque paint that is flexible, easy to apply and amazingly fast drying. Merely paint over the error with SNOPAKE, let dry for an instant and then type right over the area. The result—a smooth, perfect job. Designed especially for typing for photographic reproduction—Offset, Xerox, etc. Artists, too, find SNOPAKE far superior to any opaquing solution now known. See your dealer. If he can't supply you, send $1.00 for trial bottle.

LITHO-ART PRODUCTS, INC., 3403 Janssen, Chicago 13
(Dealer inquiries invited)

For More Information Circle No. 469

Cop-e-Eez

COPY HOLDER & LINE SPACER

$17.67 Tax Incl.

- Line guide extends to 17"
- Holds notes 3/16" thick
- Single and double spacing
- Gentle-touch space bar
- Anti-noise cushioned
- Steel construction
- Flat-fold storage

Companion *Cop-e-Ett* with manual line indicator **$7.95**

Slightly higher in the West

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manufactured by:

R. FUNK & COMPANY INC.

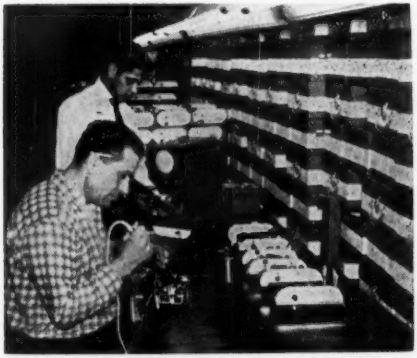
FURLONG, PENNSYLVANIA

For More Information Circle No. 470

Inc.) that could automatically create all the paperwork needed, to get production rolling, from one writing of the basic data. The machine can duplicate everything on a master or select only the required data for reproduction in condensed form onto single item tickets.

As a Fanon model is approved for manufacturing, a master bill of materials is created containing all the information pertaining to the particular model. Information which is constant (such as production order and model numbers, authorization and special instructions) is entered on the heading of the master. Listed below, in sequence, are the individual parts which go into the makeup of the product with a description of each, and the quantity and stock number of each item.

From this one master, Fanon gets its bill of material copies, production control copies, shortage records, purchasing copies, stockroom records, as well as the line-picked Royal McBee Keysort cards which serve as individual produc-



All the work tickets necessary to manufacture and assemble a Fanon product are created from the one comprehensive master, as are requisitions bringing material from stock to the work bench.

OFFICE SUPPLIES
& Akro-Mils Cabinets
go together to SAVE Time, Space and Nerves!

Units with from 6 to 128 drawers available . . . can be set on counters or shelves, hung from walls, even integrated into large supply cabinets. Different items have individual, clear plastic drawer or adjustable section. Easily indexed. Perfect for all small office supplies.

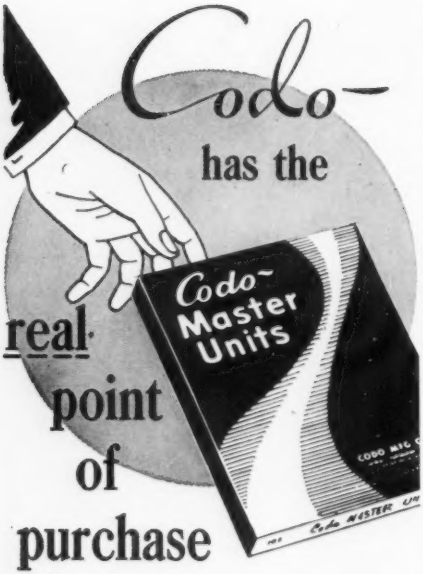
Efficient visual inventory control.

Write for our new catalog.

A-M

AKRO-MILS, Inc.
Box 989-I
Akron 9, Ohio

For More Information Circle No. 334



Do you like clean, sharp, and black copies? Then Codo's BLACK-O-GRAPH MASTER UNITS are for you! Hundreds of leading companies find BLACK-O-GRAPH

- Clean to Handle and Stain-Free
- Easy to Erase and make corrections
- Requires no special fluid or copy paper
- Delivers sufficient copies for average requirements.

TRY BLACK-O-GRAPH soon! Samples free.

Codo MANUFACTURING CORP.—
Dept. O
Leetsdale, Pa.

Attach this coupon to your Company's letterhead and send for free samples of "Black-O-Graph."

NAME.....

ADDRESS.....

For More Information Circle No. 476

tion tickets and requisitions for moving the parts from stock to production line. In addition to serving as the material requisition and production order for the work bench, these cards are used for cost accounting.

The line picked tickets are selectively created on the duplicator in sequence. Each card shows all the information contained in the heading of the master and relevant data on one of the parts picked up from the body of the master. Widely separated items on the master appear condensed and contiguous on the individual cards.

Once the necessary documents have been run off, the master is filed. When production of the product model is repeated, the master can be reused by simply typing a new production order number, dates and quantities on a variable master to be used in conjunction with the main master.

The duplicating machine is designed so that it advances automatically from line to line. All the operator has to do is feed the necessary number of cards. The cards are run off in proper sequence, each containing only its own pertinent data. Visually picking items and operations from the list is eliminated and there is no need for manual transcription.

The finished card is ready to activate stock picking, production and recording. The same cards are also used for posting to inventories to update Fanon's records, and as a guide to purchasing so that stocks are kept in flowing order.

Another document reproduced from the original master is a short form showing the heading information for use only by the accounting department.

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Standard or Custom Designed
CLEAR FLOOR MATS
a few good territories OPEN
for Distributors and Dealers
write for information:

ASSOCIATED PLASTICS CO.
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FREE! ALVIN READY REFERENCE CHART with DECIMAL TABLE

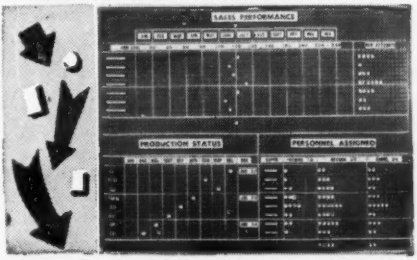
Fully illustrated reference chart showing complete Alvin line. Includes handy Decimal Chart. Tack on wall or file in drawer. See Alvin's complete line at your dealer or write for Alvin Ready Reference Chart TODAY!

America's Most Complete Line of:
- Drawing Sets
- Drafting Materials
- Drafting Instruments
- Drawing Equipment
- Designing Aids
- Measuring Devices

ALVIN & CO., INC. • WINDSOR, CONN.

For More Information Circle No. 328

magnetic
VISUAL CONTROL BOARDS



Make Card and Peg Systems Obsolete

No fuss . . . no mess with cards, pegs, or other signal devices with "Maggie" Control Systems. Permanent colored magnetic indicators that move with finger-tip ease offer the easiest, quickest way to chart sales, production, inventories, traffic, etc. The first cost is the last cost because there are no cards or pegs to replace.

Packaged kits—board and magnetic indicators—begin at $49.50.
For further information, write to:

maggie magnetic visual aids corp
11 West 42nd Street • New York 36, N. Y.

For More Information Circle No. 329

MAILERS
STAMP AFFIXER

Affixes actual stamps instead of printed tape —for more personal-looking mail. A small, compact stamp affixer that can stamp thousands of envelopes a day. Easy to operate—no wires—no electricity. Can be stored in office desk or file. Loads rolls of 500 stamps at a time . . . in any denomination. Get one for regular mail—get one for air mail—get one for precancelled mail—get one for every department. Use, also, to affix stamp-size advertising labels or stickers. Only $40.00 plus F.E.T.

Dealer Inquiries Invited

MAILERS EQUIPMENT CO. INC.
38C West 15th Street, New York 11, N. Y.

For More Information Circle No. 330

News of the Industry

Acquires Dictating Line

SoundScriber Corp., North Haven, Conn., announces the purchase of a line of magnetic dictating machines developed by Minnesota Mining & Mfg. Co. SoundScriber acquired the rights, designs and developments pertinent to both office and portable models to give it coverage in both magnetic and disc fields.

Didde-Glaser Vice President

Harry Higgins

Carl Didde, president, Didde-Glaser, Inc., announced the promotion of Harry Higgins to vice president-sales. Mr. Higgins will retain the position of director of sales and service which he has handled since the corporation was formed. He has travelled 225,000 airline miles over the past five years on company activities. This includes four trips to Europe, during which he promoted Didde-Glaser export activities to the extent that Didde-Glaser now has dealer representation throughout the world and export business which constitutes approximately 40% of the company's output.

NCR to Market New Computer

Robert S. Oelman, president, National Cash Register Co., and William C. Norris, president, Control Data Corp., announced an agreement whereby Control Data will supply a small, low-cost solid state computer and related equipment which NCR will market in the U. S. as a part of its computer and data processing line for certain financial and retailing applications. Mr. Oelman said that this will round out NCR's line of bank automation equipment by providing a controller for its automated Post-Tronic posting equipment and its magnetic character document sorter. Both Control Data and NCR will market the computer abroad for all fields of record keeping. Control Data will also market the machine for certain applications in this country.

Largest Postage Meter Order

The largest postage meter order ever placed by the U. S. Post Office Dept. was awarded Pitney-Bowes, Inc., low bidder on 1000 machines. The meters will serve the public at parcel post windows across the country. More than 5000 meters are already in use by the department. The machines enable postal clerks to print moistened gummed meter stamps in any denominations up to $9.99. By eliminating the need for selecting and affixing regular adhesive stamps, meters speed window service and provide accurate accounting of postage sold.

SCM to Enter Data Processing

Emerson E. Mead

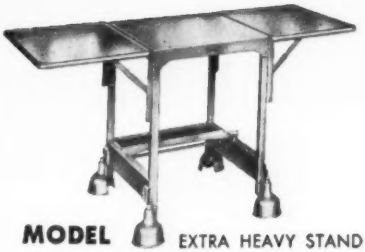
Emerson E. Mead, newly elected president, Smith-Corona Marchant, Inc., sees sales of more than $100 million with an improved profit edge for his company in the current June 30 fiscal year. Mr. Mead said this

First choice of office workers and management everywhere

TIFFANY® STANDS

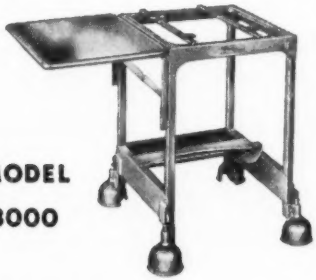
MODEL 5002

GREATEST ALL PURPOSE, completely safe, Stand for costly office machines. Adjustable open top . . . noise-escape hatch. Castings cover retractable casters; anchor firmly on floor.



MODEL 8802

EXTRA HEAVY STAND for many types heavier, electrically operated, office machines. Square, tubular legs. Solid steel top, undercoated for sound-vibration abatement.



MODEL 8000

VIBRATION-FREE RIGIDITY. Square, tubular legs. Adjustable, one piece, open top . . . noise-escape hatch.

MODEL 2500-CA *(with casters)*

MODEL 2500-GL *(with glides)*

PHOTO COPYING...DUPLICATING MACHINE TABLE. Precisioned construction; heavy steel for insured rigidity. Top size: 30" wide, 18½" deep. Compartments and tray for supplies.

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Greif-Stencils are able to offer you more than you can expect of a good stencil – no matter whether they are supplied ready for use or without backing sheets.

Yes, even that is possible: Greif - Stencils without backing sheets in order to import them more favourably.

Tougher than tough, good in their handling, good in their appearance: Greif - Stencils! Write now to

GREIF-WERKE AG., GOSLAR
Western Germany

For More Information Circle No. 207

at the annual stockholders meeting where he was named to succeed Elwyn L. Smith who retired from management and was elected chairman of the executive committee. Commenting on the company's diversification program, Mr. Mead said Smith-Corona would shortly introduce its first products in the data processing field: the Typetronic 2215 document preparation system, and Typetronic 6615 calculating typewriter. He reported that SCM had entered the photocopy and accounting machine fields, and added a number of new items in the communications, calculator and adding machine lines. "We are placing increasing emphasis on the electric typewriter market," Mr. Mead said, "without sacrificing our position in the manual typewriter field." SCM plans to introduce two new electric typewriters, the 400 and 200, as well as a fully-electric portable.

New Photocopy Manufacturer

Textron, Inc., enters the office copying and equipment field with formation of Photek, Inc., with research, manufacturing and office facilities at Kingston, R. I. Photek will introduce a line of office copying materials, both wet and dry processes; and a line of copying equipment soon after Jan. 1, according to Rupert C. Thompson Jr., chairman of Textron. Mr. Thompson stated that formation of the subsidiary is part of Textron's program of expansion into areas with established growth potential. President of Textron will be H. A. Wark who has spent 15 years in the office copying and graphic arts fields, both as an executive and in a consulting capacity.

General Aniline Management

Philip M. Dinkins, president, General Aniline & Film Corp., announced a reorganization of the executive management. Most important of the changes was the creation of two new positions directly under the president and known as group executives. Leopold F. Eckler, a vice president and formerly general manager of the Ansco Div., and Harold G. Shelton, formerly general manager of the Dyestuff & Chemical Div., were appointed to these positions. Dr. Eckler, with the company for 25 years, is group executive in charge of the Ansco and Ozalid Divisions. The general managers of these two divisions will report to him. L. Byron Cherry continues as general manager of the Ozalid Div. and a new general manager of the Ansco Div. will be named later by Dr. Eckler. Mr. Shelton will announce in the near future general managers of the chemical and dyestuffs-pigments operations in the Dyestuff & Chemical Div. who will report directly to him. Mr. Shelton joined General Aniline & Film Corp. in 1945.

Yale General Manager

W. H. Holtom

W. H. Holtom was named general manager of Yale Filing Supply Co., a branch division of Smead Mfg. Co. at Los Angeles. Mr. Holtom replaces Willard Jay, who takes over the Smead sales territory of southern California, Arizona and New Mexico. Mr. Holtom has worked in many phases of the office stationery supply field, including store and field sales, direct mail advertising, inventory control and point of purchase marketing.

Royal Computer Systems

A backlog of 57 orders for two Royal Precision computer systems was announced by Royal McBee Corp. The statement was made in the company's recently released annual report. Pointing out that about 50% of all installations of low-price general purpose digital machines in this country at present are Royal Precision products, the report states that the new electronic solid state systems are larger than the firm's LGP-30 computer. About 400 LGP-30s are now in use. According to Royal McBee chairman Allan

NOW! 2 NEW!

LOW COST

HOMS

Paper Cutters

M11—11½" Cutting Width

$119.50

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CAPACITY OVER 300 SHEETS IN ONE CUT

So Accurate...So Easy...So Quick ...and SAFE to operate

. . . anyone can become an expert paper cutter—in minutes; AND . . . 10 great features make the **LOW COST** HOMS M11 and M15 the outstanding values in table top models. *Custom engineering on quantity orders* for special cutting needs in banks, insurance companies, etc.

Call Your Office Equipment Supplier Today

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DOUGLAS **HOMS** COMPANY
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For More Information Circle No. 454

J.F.A.—SOS!

Those records — too important to throw away.
We need another Columbia file.

Write for catalog and names of dealers in your area. Columbia-Hallowell Division, SPS, Jenkintown 88, Pa. or SPS Western, Santa Ana, Cal.

For More Information Circle No. 455

A. Ryan, the company has increased its share of total industry sales of electric models for the third straight year.

Photocopier Firm Organized

Organization of Triangle Business Machines, Inc., Los Angeles, was announced by Bennett M. Hartman, president. Triangle, a publicly owned company, will produce a line of office and industrial photocopy equipment developed by Mr. Hartman and Frank J. Marlow, vice president. Both have been active in sales and management in the industry since 1955. Mr. Hartman said the firm will specialize in developing diffusion transfer process equipment through the use of advanced design and fabrication techniques.

Stenocord Vice President

Richard T. Parks

Election of Richard T. Parks as vice president and general manager of Stenocord of America, Inc., was announced by Lennart Appelqvist, chairman of the board. Mr. Parks will head all sales and management activities of the company. Prior to joining Stenocord, Mr. Parks was sales manager and vice president of Oil Accessories, Inc.; general manager and vice president of Dicto Electronics Corp.; sales manager of Drake Steel Co.; and sales manager of Transteel Corp.

Bostitch Sales Manager

John M. Wilson, formerly Bostitch branch manager in Michigan, was appointed sales manager of the company, James M. Nestor, general sales manager, announced. Mr. Wilson succeeded M. Claude Schuler, recently promoted to general manager of the stapling and stitching division. Mr. Wilson will work closely with Mr. Nestor, handling executive duties dealing with the company's branch sales offices across the country. Edmund F.

Pogor, national automotive division manager, succeeded Mr. Wilson as manager of Bostitch-Michigan, Inc.

Ozafax Sales Head Named

James E. Patas was appointed manager of Ozafax sales for the Ozalid Div., General Aniline & Film Corp. Announcement was made by James A. Travis, marketing manager. Mr. Patas comes to Ozalid from Eugene Dietzgen Co. where he served as marketing coordinator. Previously he was with Charles Bruning Co., as product manager.

OEMI Equipment Exposition

The first New York presentation of the Business Equipment Exposition will be held in the Coliseum April 17-21, 1961, announces Office Equipment Manufacturers Institute. E. D. Taylor, administrative vice president of OEMI, said that all manufacturers of office, computing and accounting machines, equipment, systems and related supplies will be invited to participate in this presentation of the latest products and services of the office equipment industry.

NBFA Elects Officers

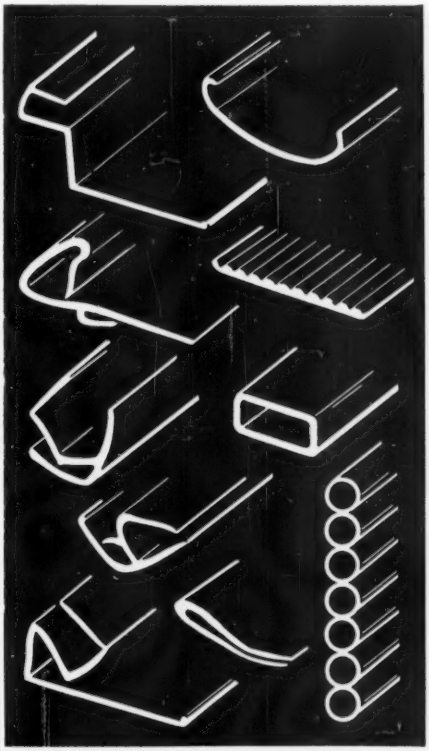
Don Barr

The annual convention in St. Louis last month of National Business Forms Associates inaugurated several innovations. Seminars on timely systems subjects were conducted on all three afternoons. Exhibits offering the products of some 30 different manufacturers were represented on an exhibition floor. The newly elected officers for 1960-61 are: president, Don Barr, Mansfield, Ohio; 1st vice president, Robert Eberhardt, Rochester, N. Y.; 2nd vice president, Karl Edelmayer, Philadelphia. It was also announced that following the resignation of F. J. Ring, secretary-

CLEAR EXTRUDED PLASTIC

Index Tabs • Price Tags • Etc.
In Transparent Colors Too!

More than a million pounds of these modern plastic components have been furnished to the office equipment industry to date.
We design and make dies for extruded plastic protective transparent covers, holders, file tabs.



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YATES COMPANY

2209 Peninsula Drive, Erie, Pa.

For More Information Circle No. 458

Save Time! Save Money!

OPEN 40 to 50 LETTERS A MINUTE WITH THE NEW AUTOMATIC WOMBAT LETTER OPENER!

Retail List

$29.95

Price slightly higher west of Rockies, and in Alaska & Hawaii.

★ **FAST . . .** Automatically aligns and opens letters in a fraction of the time.

★ **SAFE . . .** No skill needed to operate. No way to get hurt or cut.

★ **SURE . . .** Opens all size envelopes up to 9½" . . . even opens extra bulky letters without mutilating contents.

A MUST FOR EVERY OFFICE!

Here is the perfect letter opener for every office that is still opening their mail with the old-fashioned "mutilating blade" letter openers.

The WOMBAT opens 40 to 50 letters a minute . . . top, bottom or either side . . . almost automatically. Save hours of time each week in the small or medium sized office, store or factory.

EXCLUSIVE FEATURES . . .

Self Sharpening Blades.
Rubber Feet
Steel Everlasting bearings
Chrome Trim.

GUARANTEED FOR 5 YEARS!

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For complete information and wholesale price list . . . write, wire or phone

The REDMAN COMPANY

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6028 N. Cicero Ave. Chicago, Illinois

For More Information Circle No. 396

F. D. Ferguson

Robert Eberhardt

treasurer of NBFA since its organization, Fred D. Ferguson, Buffalo Business Forms, Inc., Buffalo, N. Y., was elected secretary-treasurer with headquarters at the organization's offices in Fort Lauderdale, Fla. The 1961 annual convention is scheduled for Hotel Americana, Bal Harbour, Fla., Oct. 15-19.

Consolidated Systems Executive

Raymond McCann

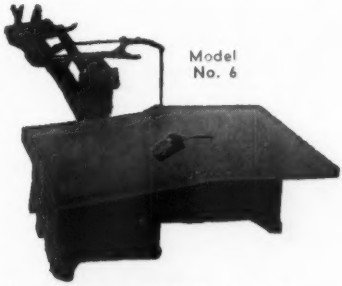
Raymond McCann has joined Consolidated Business Systems, Inc., New York, as vice president and manager in charge of sales and development for New York and New England. Mr. McCann was most recently president and director of Machine Accounting Corp. Prior affiliations included: Design Service Co. of New York, Inc., as secretary-treasurer and director; Welfare Federation, Newark, N. J., as controller; and Puder & Puder, CPAs, New York, as senior accountant. The appointment was announced by Consolidated's president, Justin W. Pierce.

Ring Starts Forms Service

Business Forms International, Fort Lauderdale, Fla., has been organized by F. J. Ring following his resignation as executive secretary, National Business Forms Associates. The new organization will offer a news report on business forms to dealers and manufacturers, it will in-

CUT YOUR MAILING COSTS!

with the Model No. 6



THIS portable table SAXMAYER Model No. 6 is especially adapted to tie letter mail—also designed for *general purpose tying* of bundles in any sequence up to 6" high without adjustments. Adjustable legs and casters available at a small additional cost. All SAXMAYER tyers are noted for **SAFETY**—automatic releases where needed; **SIMPLICITY**—all working parts are interchangeable; not only attractive in appearance but also **EFFICIENT**—fully automatic, speedy, firm, non-slip ties, economical in twine and time. Let us prove it on our trial basis.

WRITE DEPT. J.

NATIONAL BUNDLE TYER CO.

Blissfield, Michigan

For More Information Circle No. 323

IF OFFICE GIRLS HAD EIGHT ARMS

They'd Be As Fast and Versatile

AS THE NEW

ONLY $4.50

AT YOUR FAVORITE STATIONERY STORE

Fast and versatile the new Amfile® Sort-All lets you sort anything for Filing—Posting—Mailing—Distributing, etc. Sorts alphabetically from A-Z—by Month, Day or Date or any combination. Numerically by 5's or 100's and singles. Sturdy pressboard with plastic tabs—assures long life.

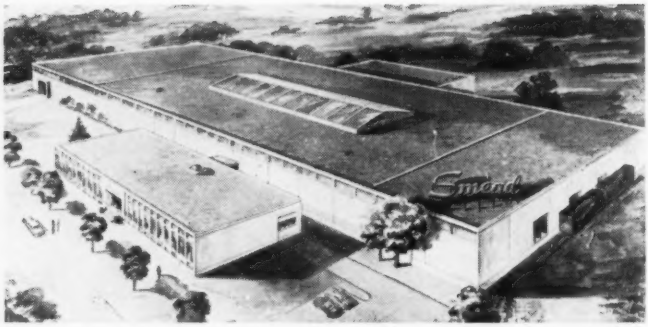
DON'T BE "OUT OF SORTS" — SORT YOUR PAPERS THIS EASY WAY!

Amfile EST. 1868

AMBERG FILE & INDEX COMPANY

KANKAKEE, ILLINOIS

For More Information Circle No. 324



Under construction at Hastings, Minn., new factory and offices of Smead Mfg. Co. will be connected by corridor housing personnel dept. The 224 x 576 ft. plant will contain manufacturing and warehousing facilities now in five separate buildings.

clude an inquiry and consulting service and, ultimately, development of a business forms exhibition.

Columbia Executive Director

John F. Emhardt was named executive director, Columbia products, by Standard Pressed Steel Co., Jenkintown, Pa. Mr. Emhardt, past vice president of the National Stationery & Office Equipment Assn., was "the logical choice for this newly created top post," said James V. Lester, SPS vice president, in announcing the appointment.

Microfilm Education Department

Establishment of an educational microfilm systems department was announced by James E. McGhee, vice president-U. S. sales and advertising, Eastman Kodak Co. The department is being organized in the Recordak Corp. According to Mr. Mc-

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Select ROUGH and REBUILT

OFFICE MACHINES

EVERY MAKE···EVERY MODEL — AT TREMENDOUS SAVINGS!

- ADDERS • BOOKKEEPERS • CALCULATORS
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SELECT ROUGH – machines complete and in operating condition

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For More Information Circle No. 335

A LIGHT TOUCH
makes
NEAT ERASURES
with a
RUSH-
-FYBRGLASS
ERASER

No slip sheet needed between carbon and copy. No erasing shield – the Rush Eraser is less than one character thick. In beautiful, life-time plastic case, handy to use as a pencil, with long-lasting propel-repel refills.

Order from your dealer or send 50¢ and dealer's name.

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"Guyenne"

We offer the top quality line of nylon typewriter ribbons in a new and most exciting assortment of plastic packagings, to a qualified American distributor for sale in the U.S. In addition to top quality and handsome packaging, the appealing prices are sufficiently low to guarantee a ready market, continuous repeat business and good profits to the U. S. A. distributor.

Ets. L. DELPLANQUE—GUYENNE
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ZIP-O-RITER
Addresses Directly from Card Files

Writes Headings On Work Sheets Accounting & Tabulating Forms

INDISPENSABLE FOR
MANY OFFICE ADDRESSING & DUPLICATING PROBLEMS.

Anyone can use the ZIP-O-RITER which prevents copying errors. Addresses or duplicates without plates, inks or costly machines.

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EXLCO **CARBON COPY SETS**

TWO WAY SALES PLAN THAT MEANS GREATER PROFIT!

Attractively packaged, top quality carbon second sheets, prompt delivery to your customers under your label.
DEMONSTRATOR kit assures first sale and automatic repeat sales.
Write for Samples and Dealer Plan

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One girl addresses more than 2,000 media daily with this uniquely effective hand size machine.
Put addresses or short messages on envelopes, labels, statements, postal cards, literature, etc.

Price $22.50

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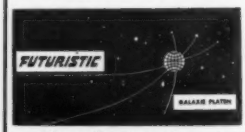

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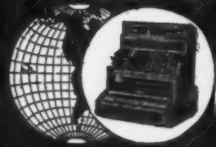

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Ghee, the company will offer technical assistance in systems and microfilm techniques to individuals and organizations, and study the design of microfilm equipment to suit individual needs.

Big NSOEA Convention

J. H. Patrick

The 55th annual convention of the National Stationery & Office Equipment Assn. in Chicago the last week of September received its usual huge attendance of some 15,000 delegates from manufacturers, dealers, their representatives and salesmen. More than 400 exhibits occupied seven floors of the Hotel Conrad Hilton where, as usual, many new products were on display. A feature at the convention this year was a panel discussion on "Automation in the Office Revolution" in which sales directors of some of the leading computer manufacturers participated. J. Howard Patrick of San Francisco was elected president. H. Caldwell Harper of Harpers Bros., Greenville, S. C., was named vice president and chairman of the distributors division. William M. Fletcher, Carter's Ink Co., Cambridge, Mass., became a vice president and chairman of the manufacturers division. Next year's NSOEA convention is scheduled for the Conrad Hilton, Chicago, Sept. 23-27.

Cormac Chemical Officers

The directors of Cormac Chemical Corp., announced the election of corporate officers. George D. Wechsler, formerly executive vice president, was named president and treasurer. Mr. Wechsler joined Cormac as treasurer-secretary in 1959. James Tohill, national sales manager, was elected vice president-sales. He is responsible for the distribution of amateur, professional and industrial chemical lines manufactured by the firm. He joined Cormac in 1959. Frank Newman, direc-

tor of advertising, was elected vice president-advertising and will continue to supervise the company's national advertising and sales promotion activities. He has been associated with Cormac since 1959.

LeFebure President's Aide

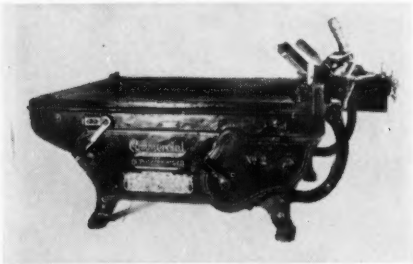
L. R. Addington

LeFebure Corp., Cedar Rapids, Iowa, announces the appointment of L. R. Addington as assistant to the president. Mr. Addington was formerly vice president-general sales manager, Art Metal Construction Co., and also served as a director. In making the appointment, K. W. Watts, LeFebure president, pointed to Mr. Addington's extensive background in the business equipment field. Before joining Art Metal, Mr. Addington was president and general manager of Wabash Filing Supplies Co.

Wassell's Bank Procedures

Donald E. Berner, assistant secretary, United States Trust Co., New York, for the past five years, has joined Wassell

50-Year-Old Ditto Duplicator



Last month Ditto, Inc., celebrated its golden anniversary. Original machine was called a Billograph because the inventor thought its greatest use would be to copy invoices. Later it became the Commercial Duplicator. Old machine (above) used a gelatine roll and flatbed carriage.

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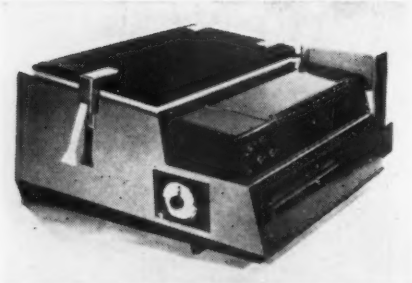

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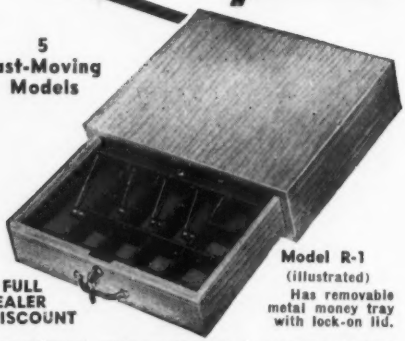

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Organization, Inc., Westport, Conn., as assistant to the president in charge of bank procedures. With U. S. Trust for 23 years, Mr. Berner has concentrated in the trust securities division where he supervised the 1956 move of the bank's $6 billion inventory of stocks and bonds. His immediate major interest in his new post will be trust procedures, including the Wassell security-vault system and electric coupon cutter.

Vivicopy Sales Aide

Bernard W. Maxwell was appointed assistant sales manager for photocopy products, Smith-Corona Div., Smith-Corona Marchant Inc. Mr. Maxwell will supervise marketing of the Vivicopy line of photocopy machines on the Atlantic seaboard. He formerly was associated with American Geloso Electronics, Inc., and Cormac Photocopy Corp.

Documat Line for Dealers

The Documat line of microfilm reader-printers is being made available to selected office equipment dealers nationally, it was announced by J. H. Smith Jr., vice president. "The increasing demand for enlargements from microfilm in office procedures and the need for desktop machines that give true photographic enlargements without a darkroom was a prime consideration in making the line available to dealers," said Mr. Smith.

Charles K. Woodbridge

Charles K. Woodbridge, chairman, Dictaphone Corp., died Oct. 16 in London, England. He was 79. Mr. Woodbridge, who was Dictaphone's chief executive officer, was also chairman and chief executive of the company's subsidiaries—Dictaphone Co. Ltd., England, and Dictaphone Corp., Ltd., Canada. He helped organize Dictaphone as a separate corporation while manager of the Dictaphone division of the old Columbia Gramaphone Co. in 1922, becoming its first president. Mr. Woodbridge is a past president of Electric Refrigeration Corp., and a former vice president of Remington Rand, Inc.

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National Conference & Exhibit Calendar

Office Equipment Manufacturers Exhibits, Memorial Sports Arena, Los Angeles, Nov. 1-4.

American Production & Inventory Control Society, Sheraton-Cadillac Hotel, Detroit, Nov. 3-4.

Society of Reproduction Engineers, Sherman Hotel, Chicago, Dec. 3-6.

Eastern Joint Computer Conference, New Yorker Hotel, New York, Dec. 13-15.

1961

National Office Furniture Assn., Coliseum, New York, Feb. 23-26.

Office Management Assn. of Chicago, Conrad Hilton Hotel, Chicago, Feb. 27-March 2.

National Microfilm Assn., Sherman Hotel, Chicago, April 4-6.

Office Equipment Manufacturers Exhibits, Coliseum, New York, April 17-21.

National Office Management Assn., St. Louis, May 8-10.

New York Stationery Show, New Yorker Hotel, New York, May 14-19.

Institute of Internal Auditors, Queen Elizabeth Hotel, Montreal, May 21-24.

National Assn. of Accountants, Waldorf-Astoria, New York, June 18-21.

National Assn. for Bank Audit, Control & Operation, Conrad Hilton Hotel, Chicago, Sept. 11-13.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 23-27.

Life Office Management Assn., Shoreham Hotel, Washington, D. C., Sept. 25-27.

Systems & Procedures Assn. of America, Cleveland, Oct. 9-11.

National Business Forms Associates, Hotel Americana, Bal Harbour, Fla., Oct. 15-19.

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As We See It...

Wide and puzzling variations in the number of persons hired to perform virtually identical functions in different companies were revealed in a recent study of American Management Assn. In two industry groups, variations of 200% and 500% were discovered in general administrative work. One company had 700% more employees in personnel work, in proportion to the total work force, than another corporation in the same industry.

Variations in the percentage of total employees are illustrated in the following table which compares the high and low industry group figures with the average of all 88 companies (over a million employees) studied:

Function	High	Low	Average*
Manufacturing or Processing	71.5	45.0	59.68
Design, Development, Research	26.6	3.9	14.71
Marketing	24.1	3.5	11.87
General Administration	14.0	8.7	10.58

Following are the comparative figures for general administrative functions:

Function	% Total Work Force	% by Industry Group	
		High	Low
Accounting and Auditing	2.79	3.7	2.0
Personnel	1.22	1.9	.7
Purchasing	1.13	2.0	.5
Office Services	1.32	2.1	.9
Operations Improvement	1.29	2.3	.5
Tabulating and Computing	.96	1.6	.5

Data on individual companies is confidential and available only to participants. Since the preliminary figures became available, economies were made ranging from $36,000 a year for a single operation in one company to more than $1 million a year by another. The project will be continued indefinitely.

*Total less than 100; minor subclassifications omitted.

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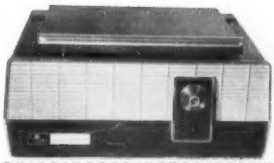

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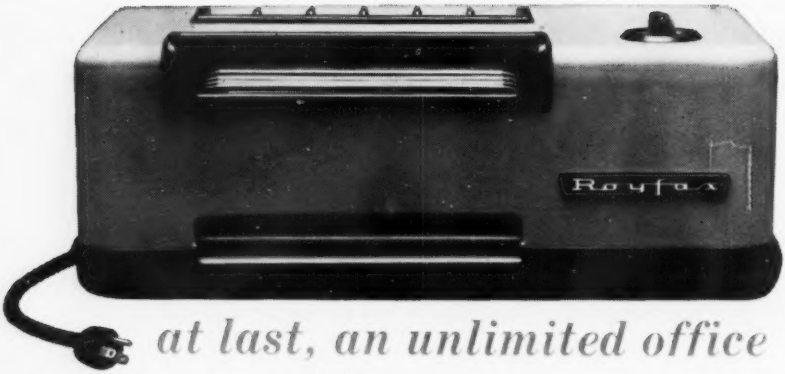

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